Volume

7

Expedient User Manual – Import (Customs/Forwarding) Module

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Import Customs & Forwarding

EXpedient software contains the Customs Clearance / Tariff Classification and the Import Forwarding Module. The Customs Function allows users to register shipments, lodge Nature 10/20 Entries, set up TLF, manage parts and prepare charges for customers. The Forwarding Module allows users to Create Consols/Jobs, create and submit Cargo Reporting, submit Outturns and Underbond Approvals.

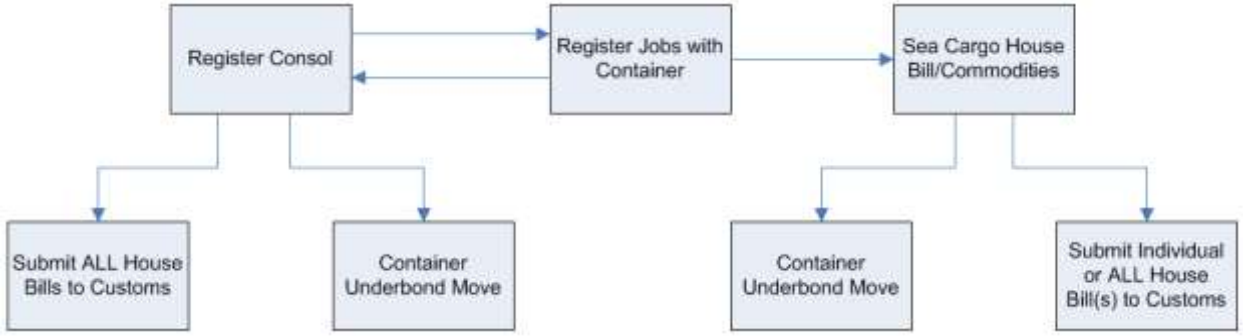
Expedient utilises a job number, which is the unique number given to shipments within Expedient. This is the first step in creating and lodging Customs Entries. From the Job Registration screen, users are able to register a Job, Create Supplier's Invoice, and Create & Lodge Customs Entries. Users can also prepare charges and create a Debtors Invoice (only applicable for Accounting Module Customers)…….

Forwarding

Expedient utilises “One Job”, using the same job number reference for both the Customs and Forwarding Services. The Job Registration Screen that appears in the Customs/Air/Sea Import Forwarding Menus is the same Screen.

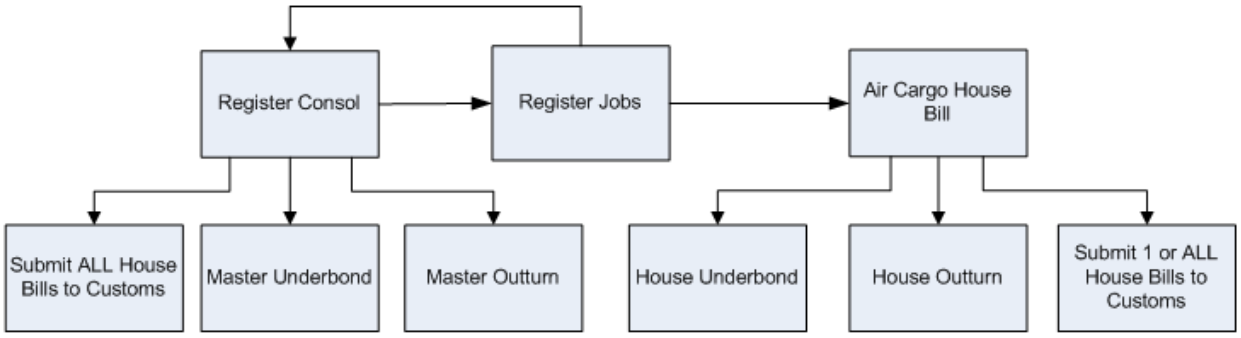
Sea Consol, Job and Cargo Reporting Registration Process

Overview of Sea Cargo Reporting workflow


Register Consol
Register Jobs with Container
Sea Cargo House Bill/Commodities
Submit ALL House Bills to Customs
Container Underbond Move
Container Underbond Move
Submit Individual or ALL House Bill(s) to Customs

Air Consol, Job and Cargo Reporting Registration Process

Overview of Air Cargo Reporting workflow



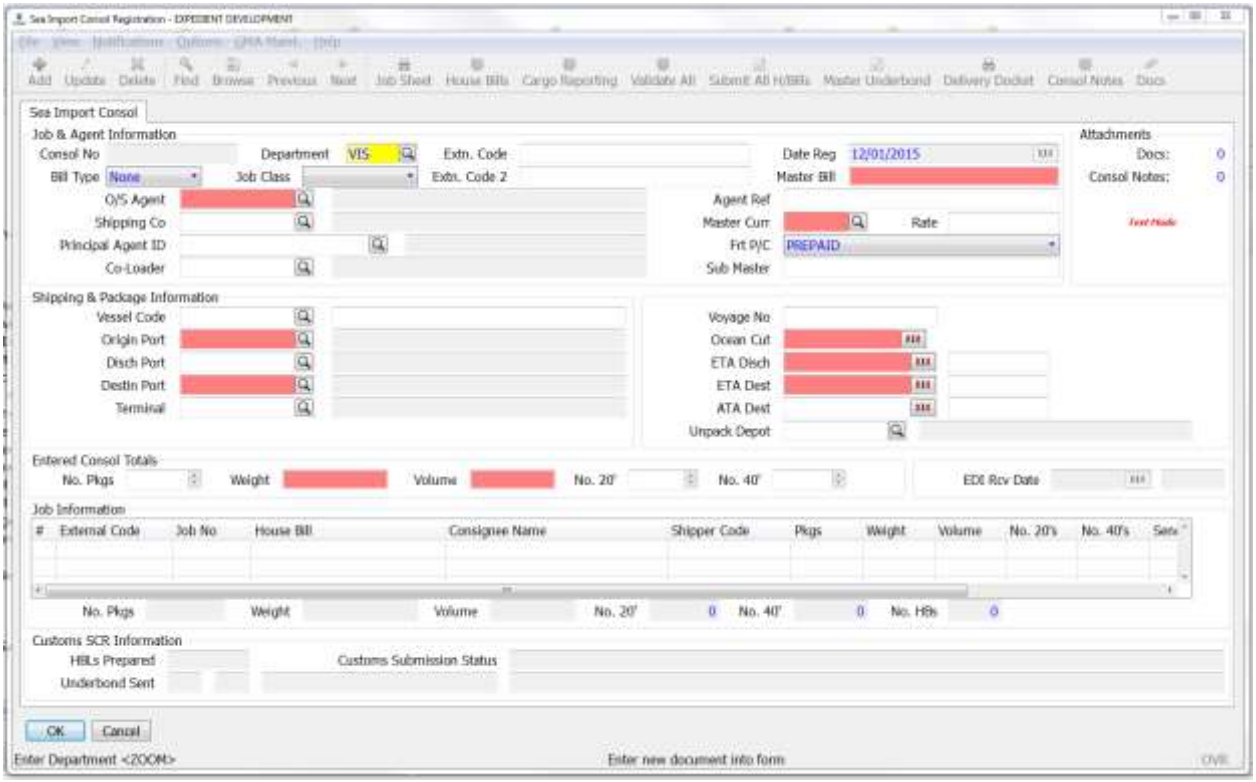
Consol Registration Screen

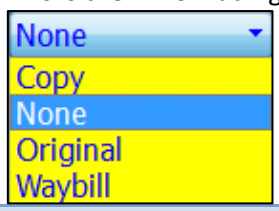
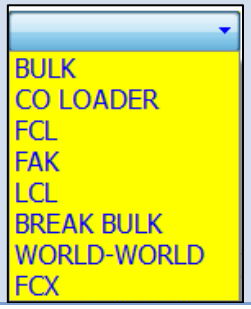
Creating a Consol

From the Main Menu select Sea/Air Import Forwarding.

By clicking the

button or typing A will place the cursor in the input screen in Add Mode.



Field Name	Description	Validation	Default
Consol No	This is the internal unique reference given to a consolidation	N/A	N/A
Department	This is the Department that is assigned to the Consol. This is a 3 letter code e.g. VIS [Branch] [Import/Export] [Mode of Transport] The branch is based off one of 2 rules: The Branch in which is associated with the user adding the consol. OR The Responsible Office branch assigned to the customer code within the Customer Masterfile. The department code will initially default to the user's branch, but after the customer code is entered if there is a valid Branch in the Responsible Branch field then the screen will change the department based on that value. *Please Note:* Option 2 must be activated by a GMA staff Member.	Mandatory	User's Branch or Customer Code Responsible Office
Extn. Code	This is a reference for the Consol supplied by your global system. This field can be updated if you site permits it.	N/A	System Generated
Bill Type	This is the Bill of Lading Type. See below for options: 	Mandatory	Copy if the Consol was generated by EDI, otherwise Blank
Job Class	This is the Class of Shipment. See below for options. Information in this field will default to the same value when adding a job from the consol screen 	Mandatory	Blank
Extn. Code	This is a secondary reference for the Consol supplied by your global system. This may not be relevant to you and may be hidden. This field can be updated if your site permits it.	N/A	System Generated
Master Bill	This is the master bill number	Mandatory	Blank

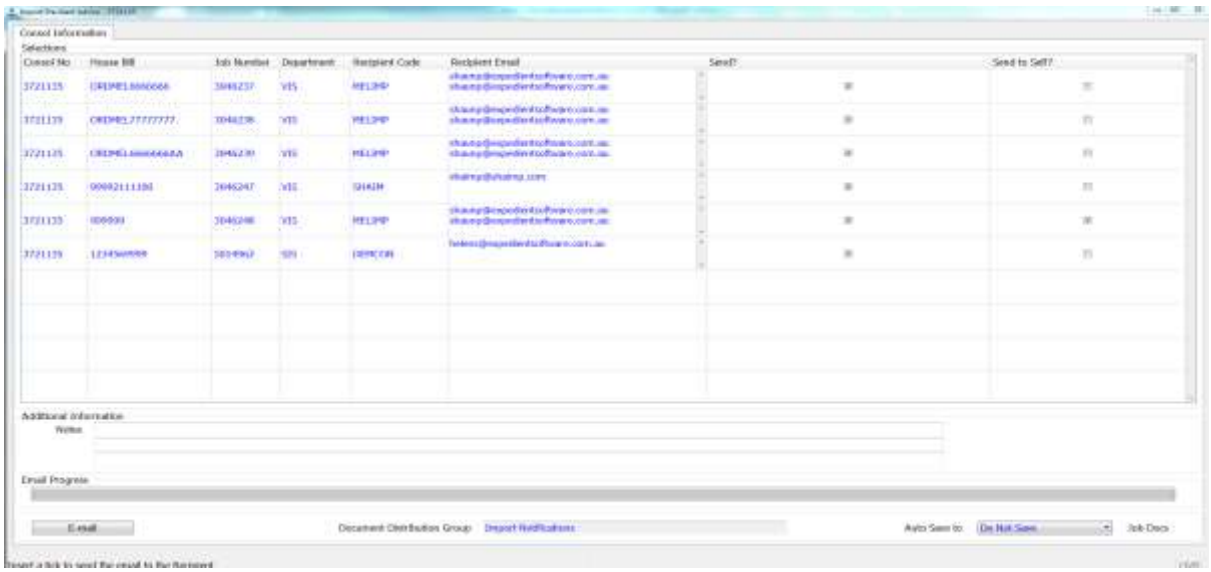
Field Name	Description	Validation	Default
O/S Agent	This is the O/S Agent that is exporting the consolidation. *Please note:* if the pop up notes configuration has been set up in the Customer Masterfile and there is information in the notes screen, then the notes will pop up automatically	Mandatory	Blank
Agent Ref	This is the O/S Agent's Reference	Optional	Blank
Shipping Co	This is the Shipping Company	Optional	Blank
Master Curr	This is the Master Currency of the Bill	Mandatory	Blank
Rate	This is the Bank Rate of the OS Currency.	Mandatory	Blank
Principal's Agent ID	This is the Customs ID for the Shipping Line. This is sent to Customs for Cargo Reporting Purposes.	Mandatory	Customer Masterfile for the Shipping Line
Frt P/C	Identify if the Freight is Prepaid at Origin or Collect at Destination	Mandatory	PREPAID
Co-Loader	If the shipment is being co-loaded by another forwarder	Optional	Blank
Sub Master	This is the Sub Master Bill. Expedient will show a warning message if the Sub Master number already exists for the Overseas Agent.	Optional	Blank
Vessel Code	This is the Vessel Code of the Vessel	Optional	Blank
Origin Port	This is the 5 letter ISO Origin Port Code	Mandatory	Blank
Disch Port	This is the 5 letter ISO Discharge Port Code	Mandatory	Same as Destination Port if the Consol was imported from EDI, otherwise Blank
Destin Port	This is the 5 letter ISO Destination Port Code	Mandatory	Defaults to match Discharge Port
Terminal/Bond Code	SEA Consols: This is the Terminal the vessel will arrive at. AIR: This is the Bonded Warehouse that will store the air consol on arrival.	Optional	Blank. Populated by 1-Stop Vessel updates
Voyage No	This is the Vessel Voyage ID of the Vessel	Optional	Blank
Ocean Cut	This is the Date that the Ocean Bill was cut	Mandatory	Blank
ETA Disch	This is the estimated date of vessel arrival at the Discharge Port. This is followed by the time	Mandatory	Same as ETA Dest if the Consol was imported from EDI, otherwise Blank

Field Name	Description	Validation	Default
ETA Dest	This is the estimated date of vessel arrival at the Destination Port. This is followed by the time. This can be populated by 1-Stop and FSU messages from Airlines	Mandatory	Blank
ATA Dest	This is the actual date of vessel arrival at the Destination Port. This is followed by the time. This can be populated by 1-Stop and FSU messages from Airlines	Optional	Blank
Unpack Depot	This is the Depot where the unpacking happens	Optional	Blank
EDI Rcv Date	This is the Date that the EDI file was received. Please Note: This is only available if the Manifest EDI Module is turned on.	Optional	Blank
No. Pkgs	This is the Number of Packages across the consolidation. This will appear red if this value doesn't total the number of packages against the jobs.	Optional	Blank
Weight	This is the Total Weight of the consolidation. This will appear red if this value doesn't total the number of packages against the jobs.	Mandatory	Blank
Volume	This is the Total Volume of the consolidation. This will appear red if this value doesn't total the number of packages against the jobs.	Mandatory	Blank
No. 20'	This is the total number of 20 foot containers	Optional	Blank
No. 40'	This is the total number of 40 foot containers	Optional	Blank

Documents that can be generated & sent from the consol are:

- Pre Alert
- ETA Change Notification
- Arrival Notice
- Carrier Movement Advice
- Transhipment Notification (Sea Only)
- Customs Container X-ray Notification (Sea Only)
- Original Bill Lodgement (Sea only).
- Container Manifest (Sea only).

Below is the screen that you will see when generating notifications from the consol.



1. Pre Alert Notification.

When sending the Pre Alert from the consol level, through Notifications -> Pre Alert, a screen will pop up showing the jobs attached to the consol. The Pre Alert document will always go to the consignee in each attached job, and email addresses will default from any personnel set up in the customers masterfile to receive import notifications or all documents. You have the option to untick the 'send' columns & send the document to yourself. If both 'send' & 'send to self' is unticked the document will not send. Where no personnel are set up in the customers masterfile, the document will default to send to you. Events will be logged on the consol and job level. The job event will also list any email addresses that the document was sent to.

2. ETA Change Notification.

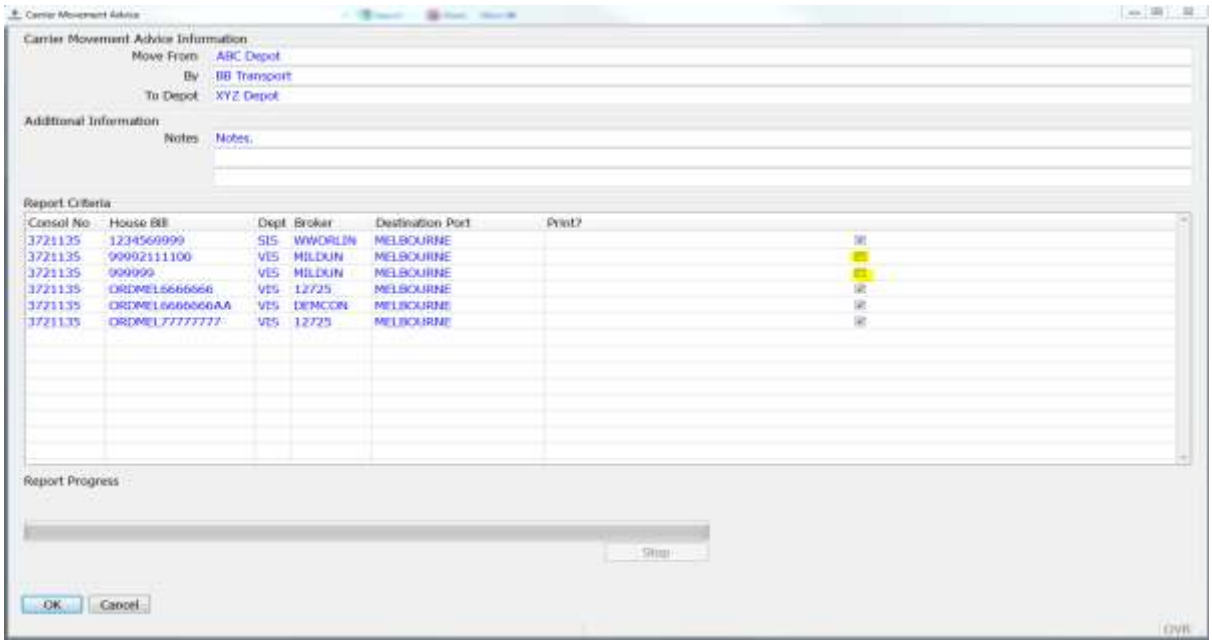
When sending the ETA Change Notification at consol level through Notifications -> ETA Change, a screen will pop up showing all jobs attached to that consol. The ETA Change document will always go to the consignee in each attached job, and email addresses will default from any personnel set up in the customers masterfile to receive import notifications or all documents. You have the option to untick the 'send' column & send the document to yourself. If both 'send' & 'send to self' is unticked, the document will not send. Where no personnel are set up in the customers masterfile, the document will default to send to you. Events will be logged on the consol and job level. The job event will also list any email addresses that the document was sent to.

3. Arrival Notice Notification.

When sending the Arrival Notice notification at consol level through Notifications-> Arrival Notice, the screen will pop up showing all jobs attached to that consol. The Arrival Notice document will always go to the broker personnel set up to receive import notifications or all documents, unless the broker is your own company, then the document will default to be sent to the consignee personnel set up to receive import notifications or all documents. You have the option to change the broker code to the consignee code in this screen if you wish to send the arrival notice to the consignee instead of the broker, or untick the 'send' columns & tick the 'send to self' column, to only send the document to yourself. If both 'send' & 'send to self' is unticked, the document will not send. Where no personnel are set up in the customers masterfile, the document will default to send to you. You have the option in this screen to change the 'Print Charges' to Yes if you want the Arrival Notice to show any listed Freight Forwarding charges from the charges screen in the job. Events will be logged on the consol and job level. The job event will also list any email addresses that the document was sent to.

4. Carrier Movement Advice.

The Carrier Movement Advice document can be sent from the consol level and include multiple jobs from that consol. When you select Notifications -> Carrier Movement Advice, you are able to enter the Depot & Transport details & also select the jobs from the consol that will move together between depots. By unselecting jobs in the print column will remove the jobs that are listed in the Carrier Movement Advice document when the document is generated. Events are logged at the consol level when this document is produced. The consol event will also list any email addresses that the document was sent to.



5. Transhipment Notification (Sea Only).

When sending the Transhipment Notification at consol level through Notifications-> Transhipment Notification, the screen will pop up showing all jobs attached to that consol. The Transhipment Notification document will always go to the broker personnel set up to receive import notifications or all documents, unless the broker is your own company, then the document will default to be sent to the consignee personnel set up to receive import notifications or all documents. You have the option to change the broker code to the consignee code in this screen if you wish to send the transhipment notification to the consignee instead of the broker, or untick the 'send' columns & tick the 'send to self' column, to only send the document to yourself. If both 'send' & 'send to self' are unticked the document will not send. Where no personnel are set up in the customers masterfile, the document will default to send to you. Events will be logged on the consol and job level. The Job event will also list any email addresses that the document was sent to.

6. Customs Container X-ray (Sea Only).

When sending the Customs Container X-Ray document from the consol level, through Notifications -> Customs Container X-Ray, you will be prompted to select the containers that are X-ray held, followed by another screen which will pop up showing the jobs attached to the selected containers. The Customs Container X-Ray document will always go to the consignee in each attached job, and email addresses will default from any personnel set up in the customers masterfile to receive import notifications or all documents. You have the option to untick the 'send' columns & send the document to yourself. If both 'send' & 'send to self' are unticked the document will not send. Where no personnel are set up in the customers masterfile, the document will default to send to you. Events will be logged on the consol and job level. The job event will also list any email addresses that the document was sent to.

7. Original Bill Lodgement (Sea only).

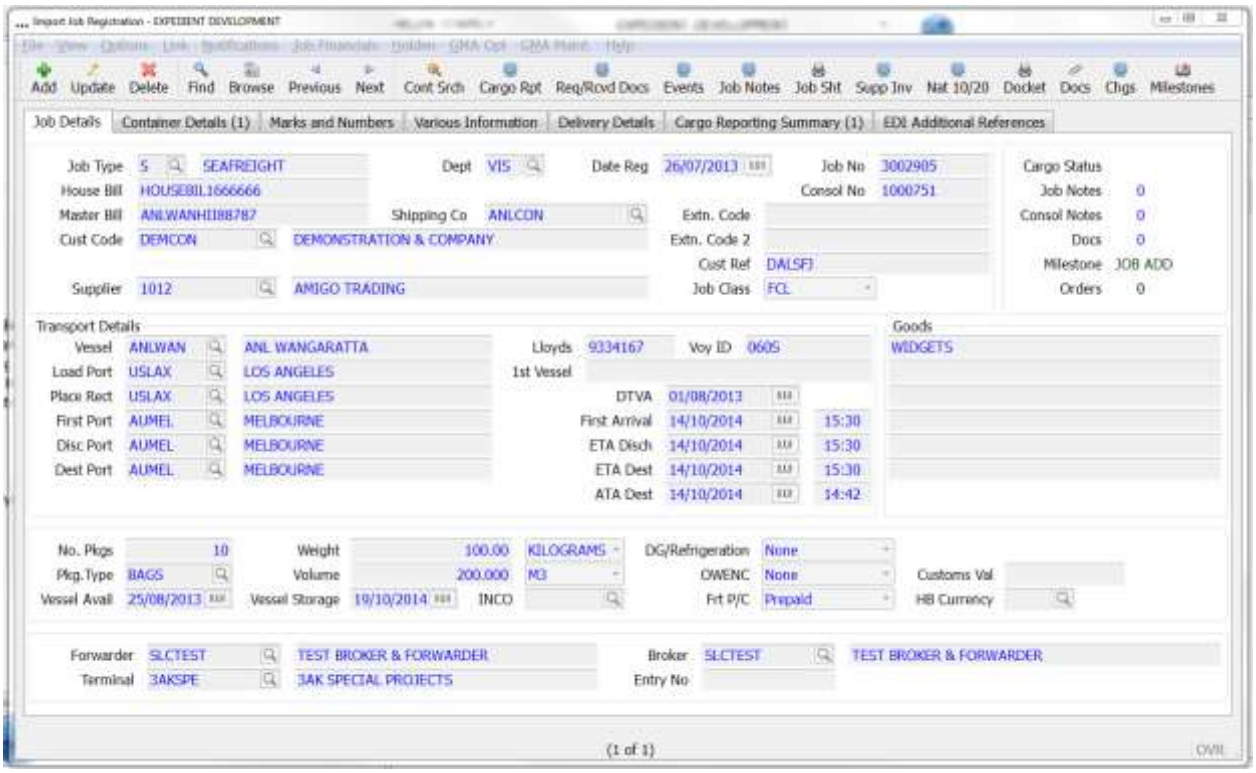
The Original Bill Lodgement Document can accompany your Original Bill of lading when you are lodging this with the carrier. The document is available from the consol toolbar, through Print -> Print Original Bill Lodgement.

8. Container Manifest (Sea Only).

The Container Manifest document can be used if you have multiple containers on a consol but you wish to print a manifest for only one container. When generating the container manifest document from the consol level, through Print -> Print Container Manifest, you will be prompted to select the container(s) that you want to include in the manifest. Use 'Toggle All' to unselect all containers & then select the container(s) that you wish to print the manifest for. Events are logged at the consol level when this document is produced. The consol event will also list any email addresses that the document was sent to.

Creating a Job (House Bill)

Clicking on this field will direct the user to the Job Registration Screen in Add Mode. As per below, Expedient pre-populates the consol related information into the Job Registration Screen. (see Creating a Job in The Job Registration Section)



LINK CONSOL

This facility is available from the Link menu in the Job Registration screen. The consol number field can be manually entered and saved into an existing job.

CONTAINER DETAILS - LOAD FILE

You are able to load a CSV file from your desktop directly into the Container Details tab, as long as the data conforms to the required format documented below.

To use this feature: Register the Import Sea Job and click on the Load File button that appears at the bottom of the Container Details tab. You can then browse to the required .CSV file and click on the Open button. The load process will advise you if the load was successful. Click on Exit to see the containers loaded into the screen. If there is an error in the file, e.g. there is missing information which is mandatory, you will get a message explaining the problem.

AU - The file format must be:

A comma separated values (.csv) file (easily created in Microsoft Excel)

The data must be in the following order:

Column	Description	Validation	Field Format
A	Container Number	Mandatory	General
B	Type	Mandatory	General
C	Size	Mandatory	General

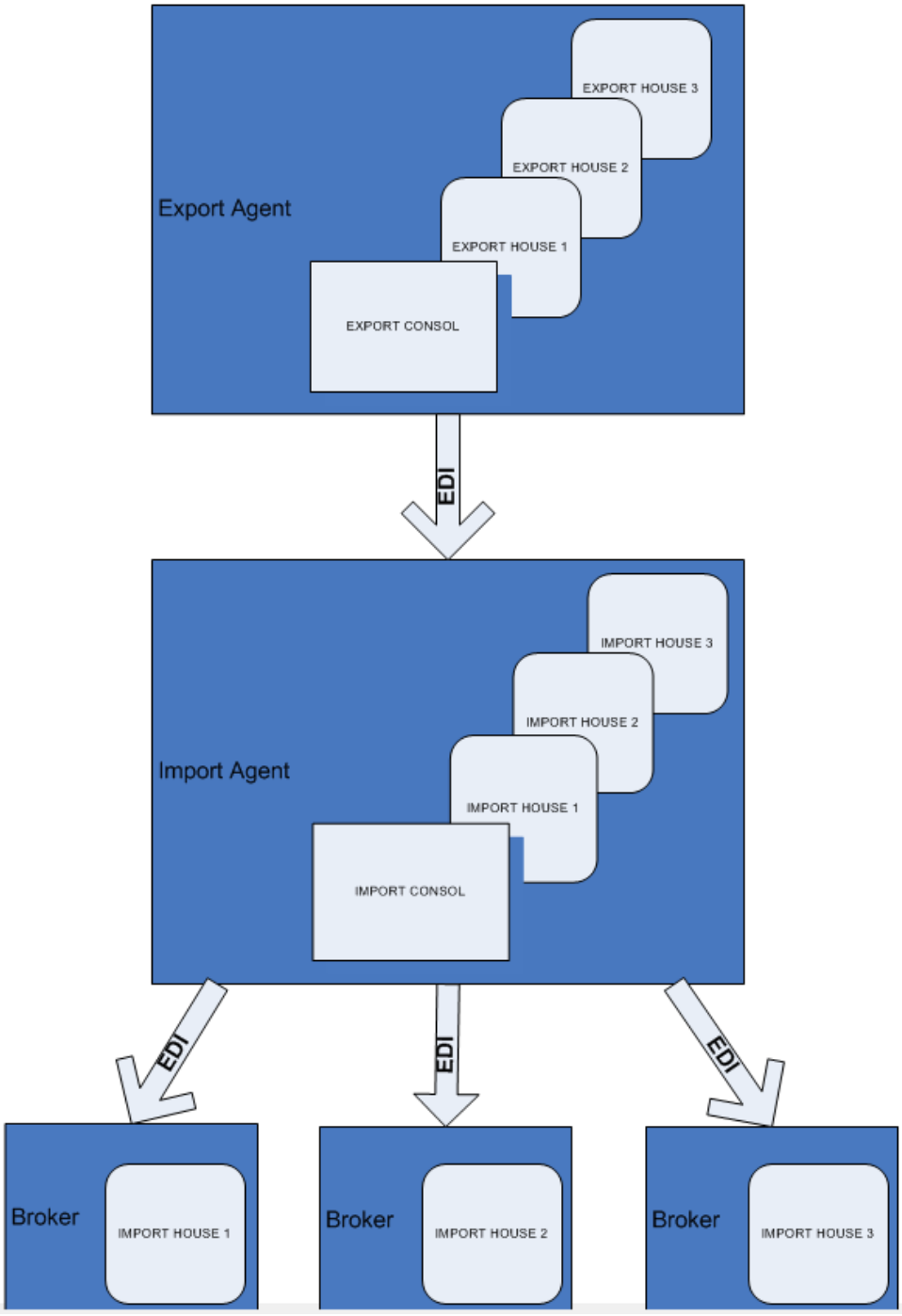
D	Seal	Optional	General
E	Net Wght	Optional	General
F	Gr Wght	Optional	General
G	Volume	Optional	General
H	Pieces	Optional	General

A file example:
ABCD1234567,FCL,22P3,12345,123.45,2245,321,634

EDI Manifest

Introduction

This module allows Manifest information to be sent from Export Agents to Import agents and from Import agents to Customs Brokers by electronic files, EDI.



The EDI Manifest module assists to speed up the registration of Consols and Jobs.

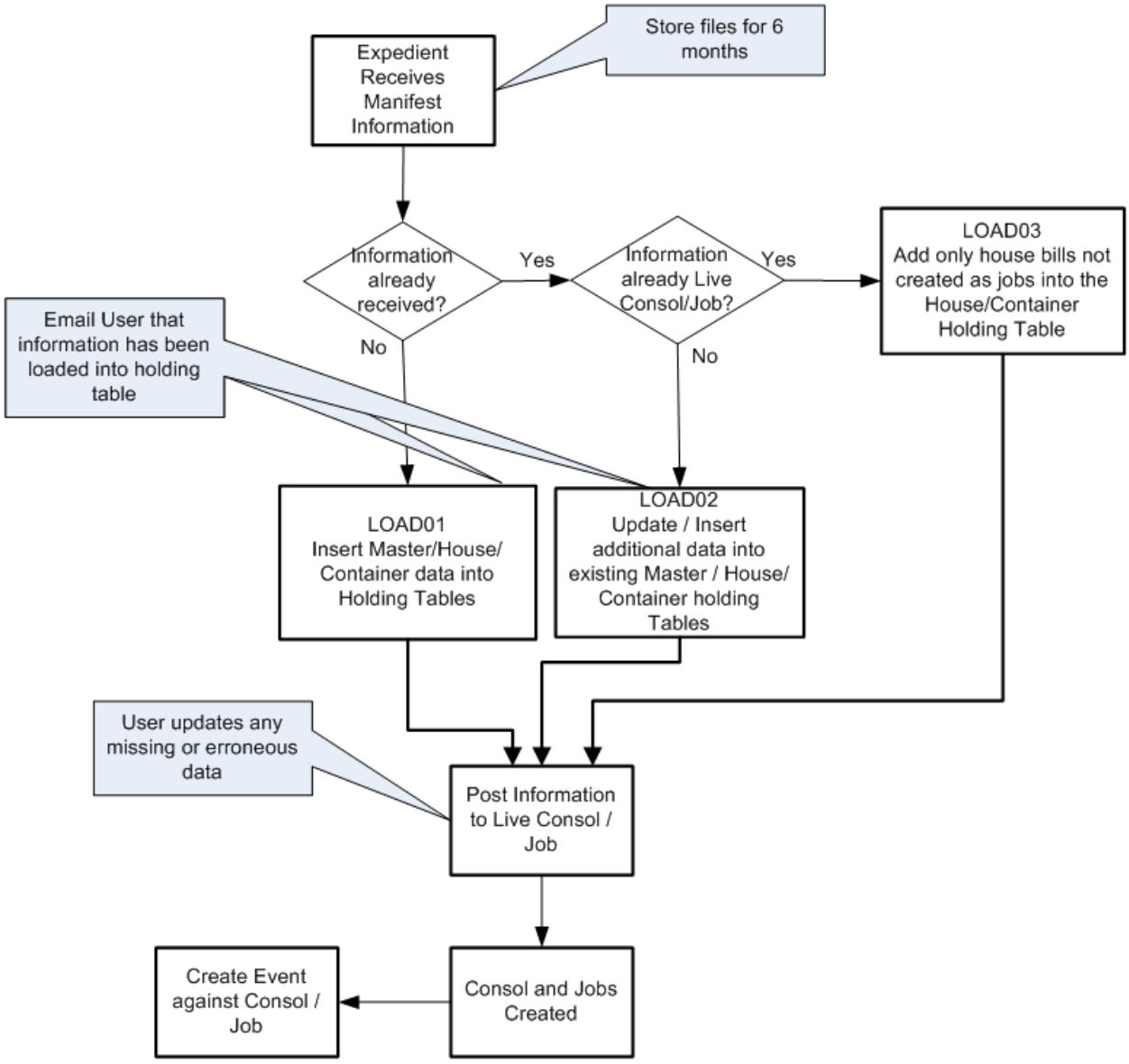
- Import Jobs can be created from EDI Manifest data sent by Overseas Export Agents.
- Import Jobs created by the Importing Freight Forwarder can be sent direct to Customs Broker system.
- Export Jobs can be sent to Oversea Import Agents to populate their Imports systems
- Each time a manifest is sent or received a notification email is sent to the relevant contacts on both sides

EDI Manifest options are available inside the Sea and Air Job Registration screens and the Export Consol screens.

Import File Manipulation and Loading

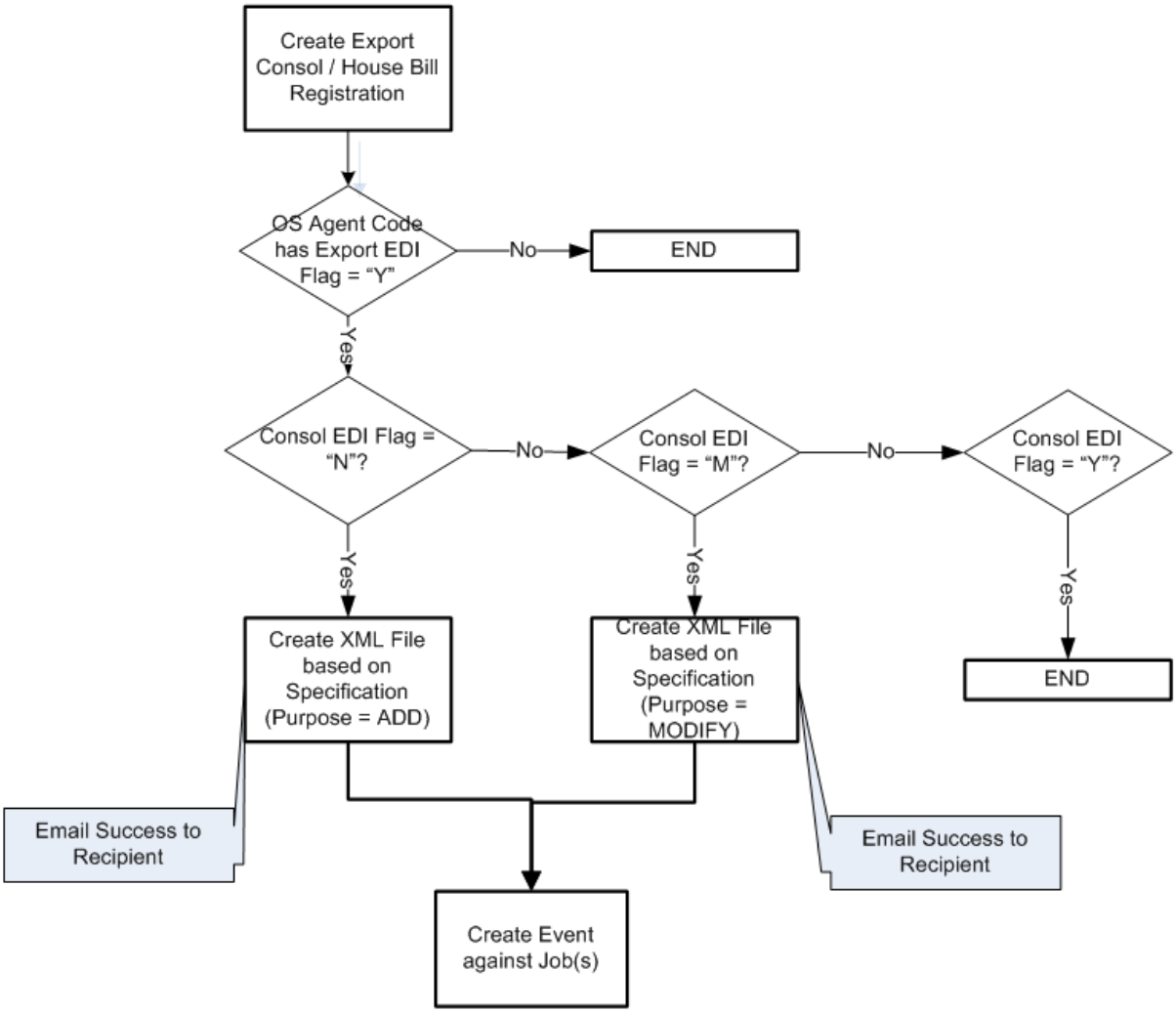
Import manifests received from the Overseas Agent will be checked and loaded into Expedient according to the workflow diagram shown below.

Import manifests sent from the Import Freight Forwarder to the Broker will go through a similar process but at Job level instead of Consol level.


Expedient Receives Manifest Information
Store files for 6 months
Information already received?
Yes
Information already Live Consol/Job?
Yes
LOAD03
Add only house bills not created as jobs into the House/Container Holding Table
No
No
Email User that information has been loaded into holding table
LOAD01
Insert Master/House/ Container data into Holding Tables
LOAD02
Update / Insert additional data into existing Master / House/ Container holding Tables
User updates any missing or erroneous data
Post Information to Live Consol / Job
Create Event against Consol / Job
Consol and Jobs Created

Export File Creation and Delivery

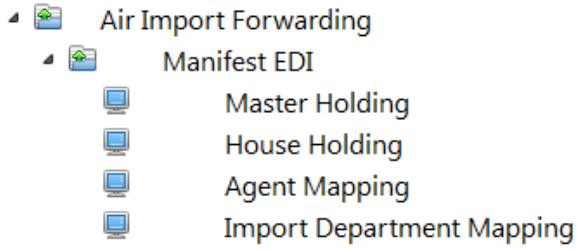
Manifests sent by the Export Agent to the Overseas Import Agent will follow the process below.



EDI Manifest Configuration

To allow import and export of manifest data Agents and Departments must be mapped to ensure manifest data is captured correctly.

The set up options are available in the Air Import Forwarding folder and the Sea Import Forwarding folder

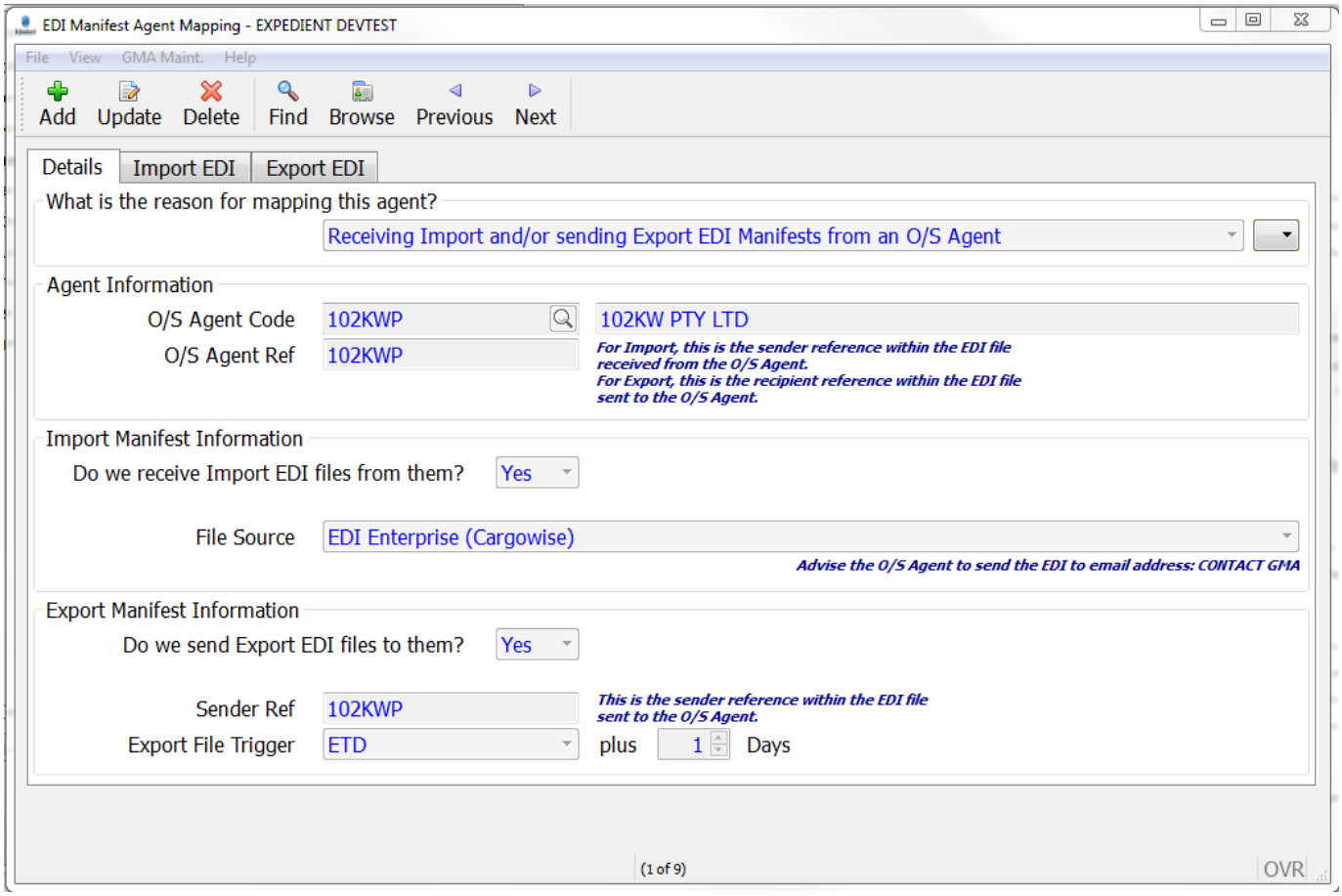


AGENT MAPPING

Details of the Agents, Forwarders and Brokers receiving and sending EDI Manifests must be set up in the Agent Mapping screen.

Adding an Overseas Agent

If you are an Agent use the Agent Mapping screen to set up the Oversea Agents you want to receive import EDI manifests from and send export EDI Manifests to.

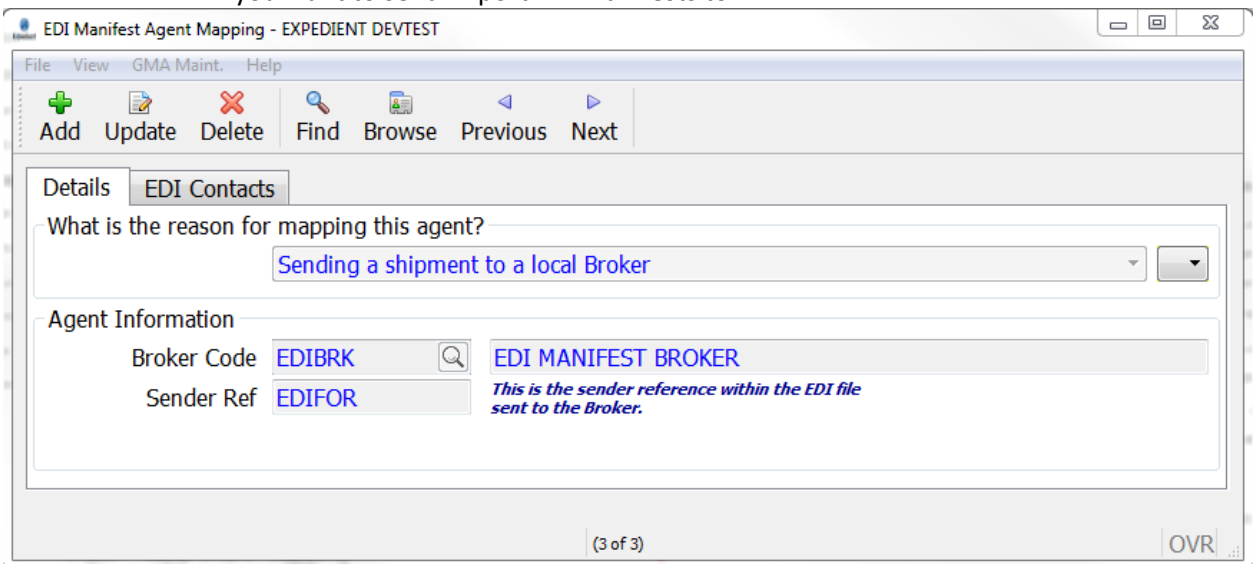

EDI Manifest Agent Mapping - EXPEDIENT DEVTEST
File View GMA Maint. Help
Add Update Delete Find Browse Previous Next
Details Import EDI Export EDI
What is the reason for mapping this agent?
Receiving Import and/or sending Export EDI Manifests from an O/S Agent
Agent Information
O/S Agent Code 102KWP 102KW PTY LTD
O/S Agent Ref 102KWP
For Import, this is the sender reference within the EDI file received from the O/S Agent.
For Export, this is the recipient reference within the EDI file sent to the O/S Agent.
Import Manifest Information
Do we receive Import EDI files from them? Yes
File Source EDI Enterprise (Cargowise)
Advise the O/S Agent to send the EDI to email address: CONTACT GMA
Export Manifest Information
Do we send Export EDI files to them? Yes
Sender Ref 102KWP
This is the sender reference within the EDI file sent to the O/S Agent.
Export File Trigger ETD plus 1 Days
(1 of 9)
OVR

Field Name	Description	Validation	Default
Details			
What is the reason for mapping this agent?	Select the appropriate reason for mapping the agent from the pull down menu - "Receiving Import and/or sending Export EDI Manifests from an O/S Agent"	Mandatory	Blank
O/S Agent Code	This is your customer code for the agent. Use the to zoom on active Overseas Agents.	Mandatory	Blank
O/S Agent Ref	This is reference code for the agent. In Manifests imported from the Agent this is the code they use to identify themselves. This code will also be used in the manifests exported to the agent to identify the recipient.	Mandatory	Default to match O/S Agent Code
	Import Manifest Information		
Do we receive Import EDI files from them?	Select Yes from the drop down list to allow the import of the agents EDI manifests	Mandatory	Yes
File Source	Select the file format the Agent will send to you. What system does the agent use to produce the EDI manifest file? Please request the XSD from Expedient Software to pass to your Overseas Agent for their information if they do not use one of the listed formats. Once selected the email address the Overseas Agent should send the EDI Manifests to is displayed. Please advise your Overseas Agent to use this email address. If your Overseas Agent is not able to supply the EDI Manifest in the Expedient format or any other format listed please send an example of the agent's EDI Manifest to Expedient Software for investigation using Support Tracker.	Conditional on Send Export EDI is Yes	Blank
	Export Manifest Information		
Do we send Export EDI Files to them?	This indicates if you want to send Export Manifest EDI to the Overseas Agent	Mandatory	No
Sender Ref	This is your reference to the Overseas Agent so they know the Export Manifest EDI came from you. The Sender Ref is usually the code the Overseas Agent uses for your office.	Conditional on Send Export EDI is Yes	Blank
Export File Trigger	This indicates the trigger for sending the Export EDI Manifest automatically. Select from the pull down menu.	Conditional on Send Export EDI is Yes	ETD
Days	This is the number of days after ETD the EDI Manifest will be sent	Conditional on Export File Trigger is ETD	0
	Import EDI		

Field Name	Description	Validation	Default
Contacts to receive alerts regarding the EDI Import Manifests (Successful/Errors)	This table lists the contacts at the Overseas Agent and internally to receive email notifications when new or updated Import Manifests have been received and if there are any errors processing the data. There must be at least one internal User to receive email notifications.	Active Personnel/Active Users	Blank
Contact Type	Select the appropriate contact type from the pull down menu	Mandatory	O/S Agent
Contact Name	Use the to find active personnel at the Overseas Agent. If you have selected Internal as the Contact Type the will provide a list of active Users.	Mandatory	Blank
Email Address	This is populated when a Contact Name is selected. This field cannot be updated in this screen. If the email address is incorrect please update the Personnel in the Customer Masterfile or the User Masterfile for internal Users	N/A	Blank
Associated Port	If a Port Code is assigned to the Manifest Contact, then the user will be notified via email when a XML file is loaded or updated into the Holding Screen for that specific Port. If no Port Code is assigned then the user will receive an email notification for ALL Ports. If Contact Type = O/S Agent, the associated Port Code matches to the Origin Port in the file. If Contact Type = Internal, the associated Port Code matches to the Destination Port in the file.	Optional	Blank
	Export EDI		
Email Addresses to receive the EDI Export Manifest File	This table lists the O/S Agent contacts and any internal Users that receive the Export Manifest EDI.	Active Personnel/Active Users	
Contact Type	Select the appropriate contact type from the pull down menu	Mandatory	O/S Agent
Contact Name	Use the to find active personnel at the Overseas Agent. If you have selected Internal as the Contact Type the will provide a list of active Users.	Mandatory	Blank
Email Address	This is populated when a Contact Name is selected. This field cannot be updated in this screen. If the email address is incorrect please update the Personnel in the Customer Masterfile or the User Masterfile for internal Users	N/A	Blank
Contacts to receive EDI Export Manifest errors	This table lists the internal Users to receive email alerts when there is a problem sending the Export Manifest EDI. O/S Agent contacts can also be listed here.	Active Users/Active Personnel	
Contact Type	Select the appropriate contact type from the pull down menu	Mandatory	Internal

Field Name	Description	Validation	Default
Contact Name	Use the to find active Users. If you have selected O/S Agent as the Contact Type the will provide a list of active Personnel at the Overseas Agent.	Mandatory	Blank
Email Address	This is populated when a Contact Name is selected. This field cannot be updated in this screen. If the email address is incorrect please update the User Masterfile for internal Users or the Personnel in the Customer Masterfile for the Overseas Agent.	N/A	Blank
Associated Port	If a Port Code is assigned to the Manifest Contact, then the user will be notified via email when a XML file is loaded or updated into the Holding Screen for that specific Port. If no Port Code is assigned then the user will receive an email notification for ALL Ports. If Contact Type = O/S Agent, the associated Port Code matches to the Origin Port in the file. If Contact Type = Internal, the associated Port Code matches to the Destination Port in the file.	Optional	Blank

Adding a Broker If you are a Forwarder use the EDI Manifest Agent Mapping screen to set up the Broker you want to send import EDI manifests to.

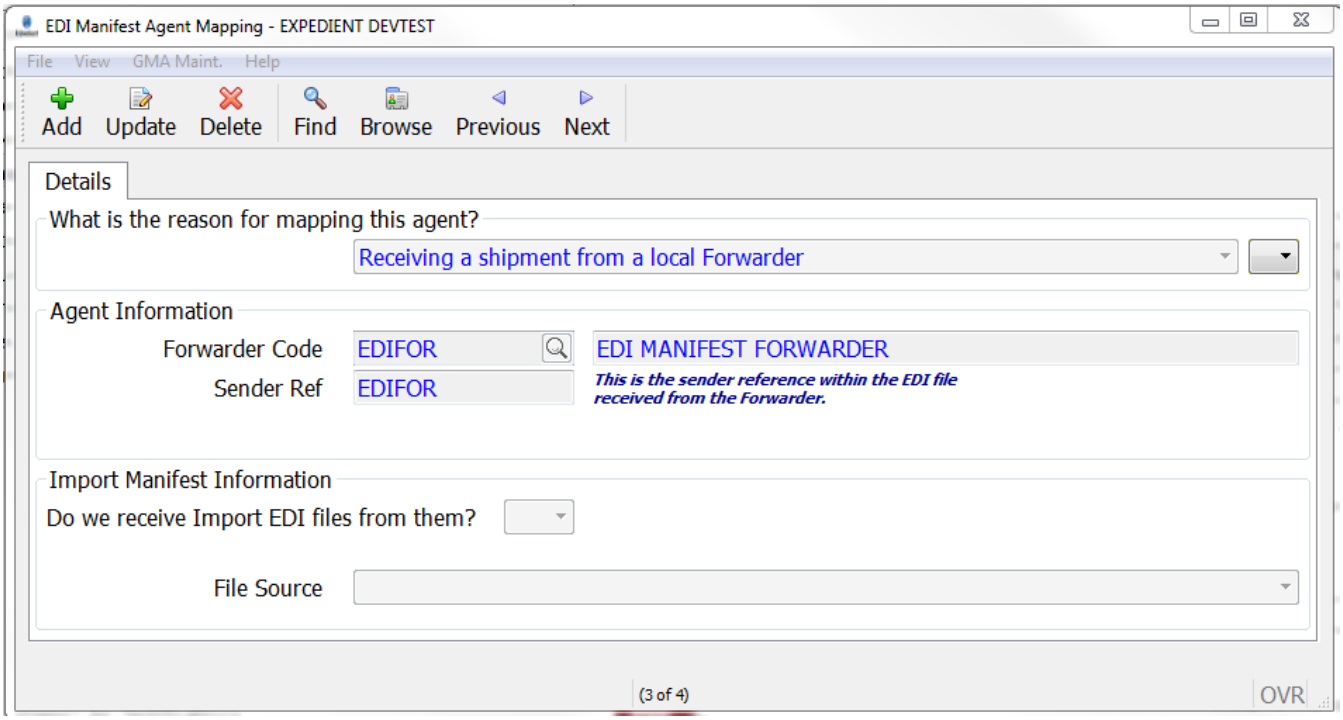

EDI Manifest Agent Mapping - EXPEDIENT DEVTEST
File View GMA Maint. Help
Add Update Delete Find Browse Previous Next
Details EDI Contacts
What is the reason for mapping this agent?
Sending a shipment to a local Broker
Agent Information
Broker Code EDIBRK
EDI MANIFEST BROKER
Sender Ref EDIFOR
This is the sender reference within the EDI file sent to the Broker.
(3 of 3)
OVR

Field Name	Description	Validation	Default
	Details		
What is the reason for mapping this agent	Select "Sending a shipment to a local Broker"	Mandatory	Blank
	Agent Information		
Broker Code	Select the customer code for the Broker. Use the to zoom on active Brokers.	Mandatory	Blank
Sender Ref	This is reference code used in the Import Manifests sent to the Broker to identify the source of the file i.e. you.	Mandatory	Default to match Broker Code
	EDI Contacts		

Field Name	Description	Validation	Default
Email Addresses to receive the EDI File	This table lists the Broker contacts and any internal Users that receive the EDI. There must be at least one contact at the Broker.	Active Broker Personnel /Active Users	
Contact Type	Select the appropriate contact type from the pull down menu	Mandatory	Broker
Contact Name	Use the to find active personnel at the Broker. If you have selected Internal as the Contact Type the will provide a list of active Users.	Mandatory	Blank
Email Address	This is populated when a Contact Name is selected. This field cannot be updated in this screen. If the email address is incorrect please update the Personnel in the Customer Masterfile or the User Masterfile for internal Users	N/A	Blank
Internal Responsible Contacts (for errors)	This table lists the internal Users to receive email alerts when there is a problem sending the EDI to the Broker. There must be at least one User listed to receive error messages.	Active Users	Blank
Contact Name	Use the to find active Users.	Mandatory	Blank
Email Address	This is populated when a Contact Name is selected. This field cannot be updated in this screen. If the email address is incorrect please update the User Masterfile.	N/A	Blank

Adding a Forwarder

If you are a Broker use the EDI Manifest Agent Mapping screen to set up the Forwarder you want to receive import EDI Manifests from.


EDI Manifest Agent Mapping - EXPEDIENT DEVTEST
File View GMA Maint. Help
Add Update Delete Find Browse Previous Next
Details
What is the reason for mapping this agent?
Receiving a shipment from a local Forwarder
Agent Information
Forwarder Code
EDIFOR
EDI MANIFEST FORWARDER
Sender Ref
EDIFOR
This is the sender reference within the EDI file received from the Forwarder.
Import Manifest Information
Do we receive Import EDI files from them?
File Source
(3 of 4)
OVR

Field Name	Description	Validation	Default
	Details		

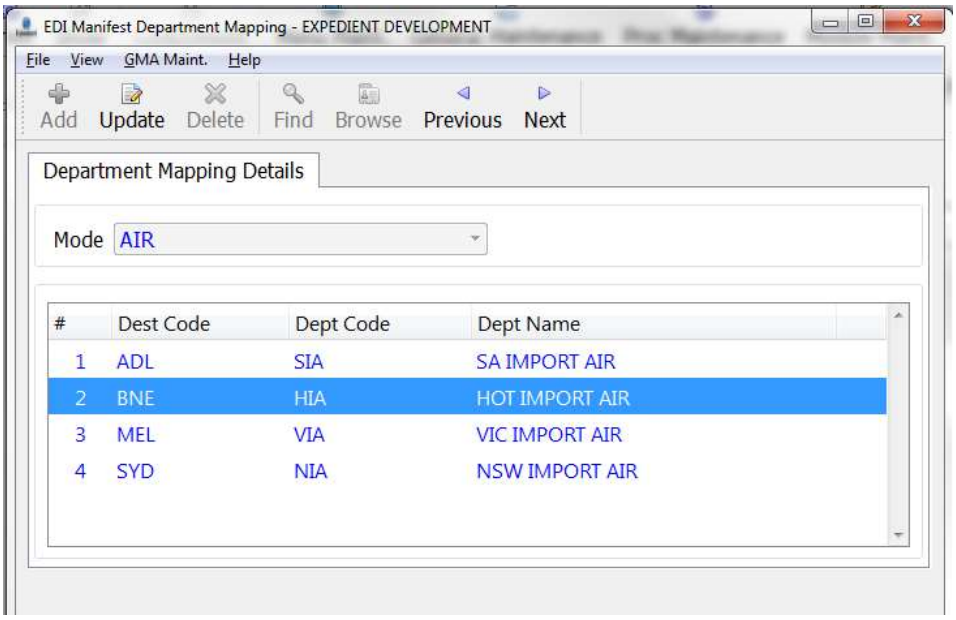
Field Name	Description	Validation	Default
What is the reason for mapping this agent?	Select "Receiving a shipment from a local Forwarder"	Mandatory	Blank
	Agent Information		
Forwarder Code	Select the customer code for the Forwarder. Use the to zoom on active Forwarders.	Mandatory	Blank
Sender Ref	This is reference code used in the Import Manifests EDI sent by the Forwarder to identify the source of the file.	Mandatory	Default to match Forwarder Code
	Import Manifest Information		
Do we receive Import EDI files from them?	Select Yes from the drop down list to allow the import of the Forwarder's EDI manifests	Mandatory	Yes
File Source	Select the file format the Forwarder will send to you. What system does the Forwarder use to produce the EDI manifest file? Please request the XSD from Expedient Software to pass to your Forwarder for their information if they do not use one of the listed formats. Once selected the email address the Forwarder should send the EDI Manifests to is displayed. Please advise your Forwarder to use this email address. If your Forwarder is not able to supply the EDI Manifest in the Expedient format or any other format listed please send an example of the Forwarder's EDI Manifest to Expedient Software for investigation using Support Tracker.	Conditional on Receive Import EDI is Yes	Blank
	EDI Contacts		
Contacts to receive alerts regarding the EDI (Successful/Errors)	This table lists the contacts at the Forwarder and internally to receive email notifications when new or updated Import Manifests have been received and if there are any errors processing the data. There must at least one internal User to receive email notifications.	Active Personnel/Active Users	Blank
Contact Type	Select the appropriate contact type from the pull down menu	Mandatory	Forwarder
Contact Name	Use the to find active personnel at the Forwarder. If you have selected Internal as the Contact Type the will provide a list of active Users.	Mandatory	Blank
Email Address	This is populated when a Contact Name is selected. This field cannot be updated in this screen. If the email address is incorrect please update the Personnel in the Customer Masterfile for the Forwarder or the User Masterfile for internal Users	N/A	Blank

EDI MANIFEST IMPORT DEPARTMENT MAPPING

Destination ports can be mapped to Departments so that imported Manifests are assigned the correct Department Codes on receipt of the Manifest.

Any imported Manifests for destination ports which have not been mapped will be assigned a temporary Department. This temporary department must be updated in the holding screens before the manifest data can be added in Expedient. Map commonly used destination ports to avoid this extra work.

The Import Department Mapping screen is available from the Manifest EDI folder in the Air Import Forwarding folder and the Sea Import Forwarding folder.


EDI Manifest Department Mapping - EXPEDIENT DEVELOPMENT
File View GMA Maint. Help
Add Update Delete Find Browse Previous Next
Department Mapping Details
Mode AIR
Dest Code Dept Code Dept Name
1 ADL SIA SA IMPORT AIR
2 BNE HIA HOT IMPORT AIR
3 MEL VIA VIC IMPORT AIR
4 SYD NIA NSW IMPORT AIR

Field Name	Description	Validation	Default
Mode	This indicates if the mapped departments are SEA or AIR	Mandatory	From AIR Import folder or SEA Import folder
Dest Code	This is the port code. For AIR insert the ISO Airport code. For SEA insert the 5 character port code	Mandatory	Blank
Dept Code	This is the department code. Use the to zoom on your department codes matching the Mode AIR or SEA	Mandatory	Blank
Dept Name	This is the full name for the selected Department Code	System Generated	Blank

Please note that defaulted Department Mapping has been provided which can be updated where necessary to match your Department Codes. The default Department Mapping is as follows:

Mode: SEA

AUMEL = VIS (VIC IMPORT SEA)
AUSYD = NIS (NSW IMPORT SEA)
AUFRE = WIS (WA IMPORT SEA)
AUBNE = QIS (QLD IMPORT SEA)
AUADL = SIS (SA IMPORT SEA)

Mode: AIR

MEL = VIA (VIC IMPORT AIR)
SYD = NIA (NSW IMPORT AIR)
PER = WIA (WA IMPORT AIR)
BNE = QIA (QLD IMPORT AIR)
ADL = SIA (SA IMPORT AIR)

Update this mapping with your correct Department Codes and add other commonly used Destination Ports to avoid extra steps when checking imported EDI Manifest data.

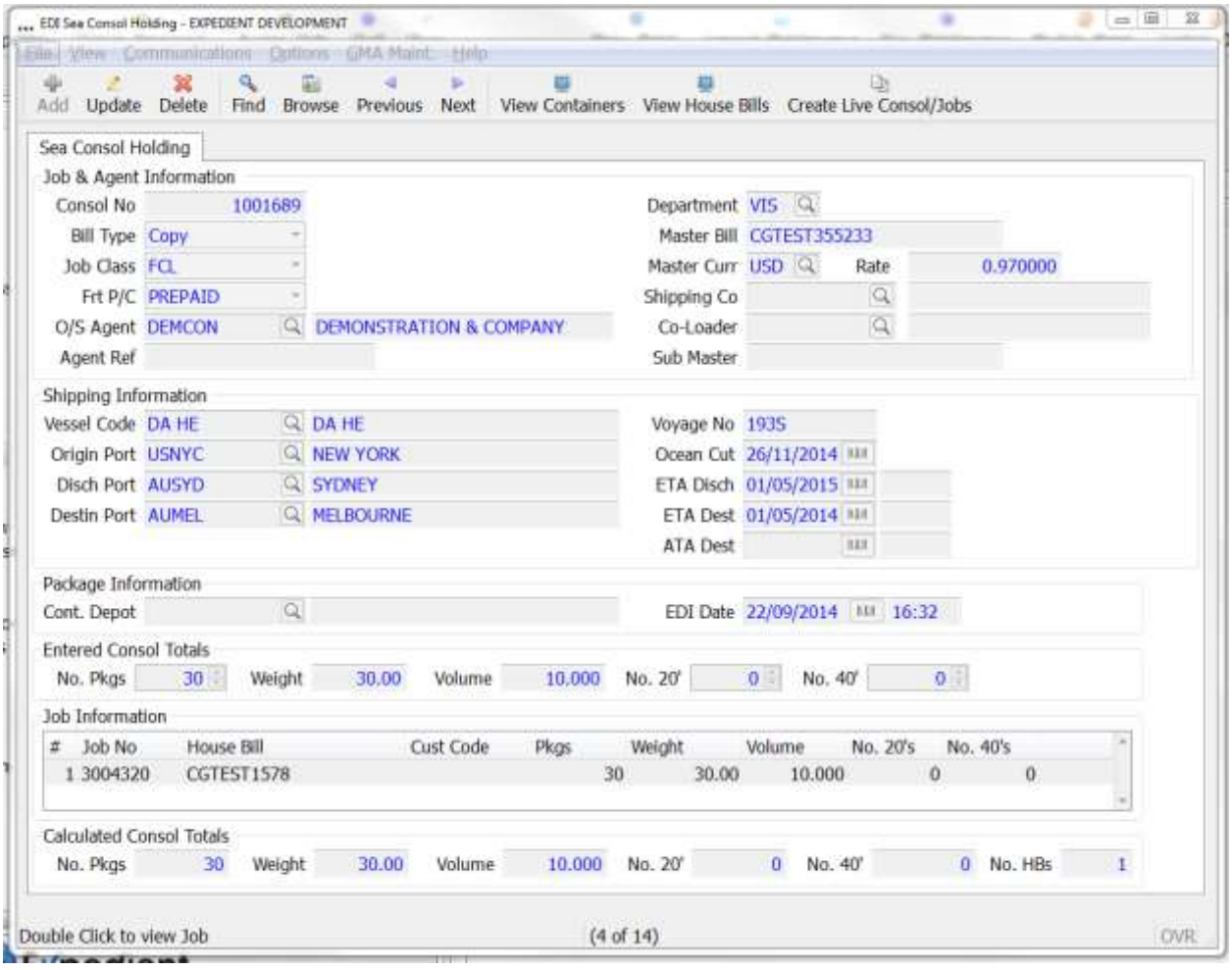
Receiving EDI Manifests

EDI Manifests are inserted into holding screens for users to check before creating Consols and Jobs from the Master Bill and House Bill information.

EDI Manifests files received and not made live will be purged after 6 months.

Master Holding

Access the imported Master Bill data from the Air Import Forwarding or Sea Import Forwarding folders, Manifest EDI folder.

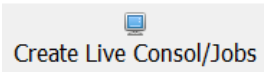

EDI Sea Consol Holding - EXPEDIENT DEVELOPMENT
File View Communications Options GMA Maint Help
Add Update Delete Find Browse Previous Next View Containers View House Bills Create Live Consol/Jobs
Sea Consol Holding
Job & Agent Information
Consol No 1001689
Bill Type Copy
Job Class FCL
Frt P/C PREPAID
O/S Agent DEMCON DEMONSTRATION & COMPANY
Agent Ref
Department VIS
Master Bill CGTEST355233
Master Curr USD Rate 0.970000
Shipping Co
Co-Loader
Sub Master
Shipping Information
Vessel Code DA HE DA HE
Origin Port USNYC NEW YORK
Disch Port AUSYD SYDNEY
Destin Port AUMEL MELBOURNE
Voyage No 1935
Ocean Cut 26/11/2014
ETA Disch 01/05/2015
ETA Dest 01/05/2014
ATA Dest
Package Information
Cont. Depot
EDI Date 22/09/2014 16:32
Entered Consol Totals
No. Pkgs 30 Weight 30.00 Volume 10.000 No. 20' 0 No. 40' 0
Job Information
Job No House Bill Cust Code Pkgs Weight Volume No. 20's No. 40's
1 3004320 CGTEST1578 30 30.00 10.000 0 0
Calculated Consol Totals
No. Pkgs 30 Weight 30.00 Volume 10.000 No. 20' 0 No. 40' 0 No. HBs 1
Double Click to view Job
(4 of 14)
OVR

This screen is very similar to the Import Consol Registrations screen for AIR and SEA. This screen displays the Master Bill data received in the EDI Manifest.

Check the data and update where required including the Department Code.

Any Consols where the Department is TIS or TIA, i.e. temporary departments have been assigned where the destination port has not been mapped, cannot be updated to live Consols. Please use the Import Department Mapping screen to add map these destinations.

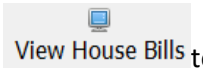
CREATE LIVE CONSOL AND JOBS

When the details on screen have been checked and are correct use the toolbar button 

to create a Consol with associated Jobs from the Manifest information. Any missing information will be listed in a pop up message.
When the consol is made live the Consol screen will open displaying the details of the new Consol.

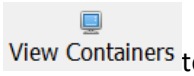
Any consols that are not made live after six months from the receival date will be purged.

VIEW HOUSE BILLS

Use the toolbar button 

to view the House Bills associated with this Master

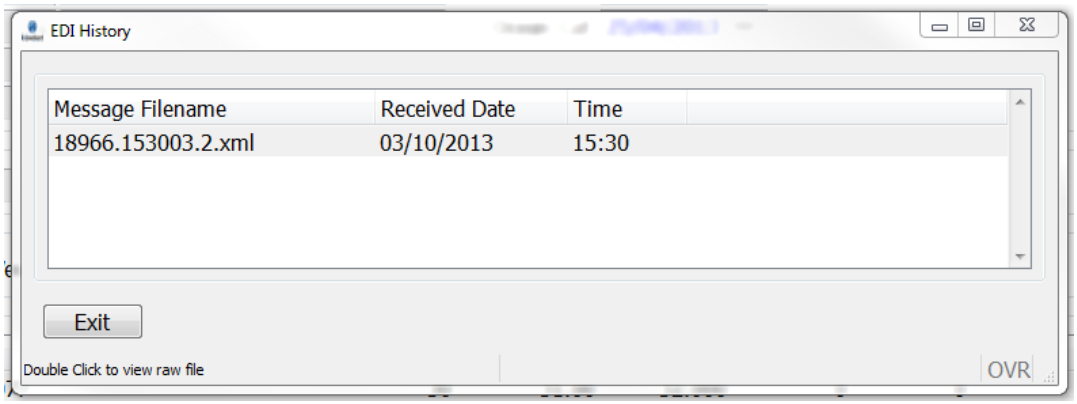
VIEW CONTAINERS

For SEA bills use the toolbar button 

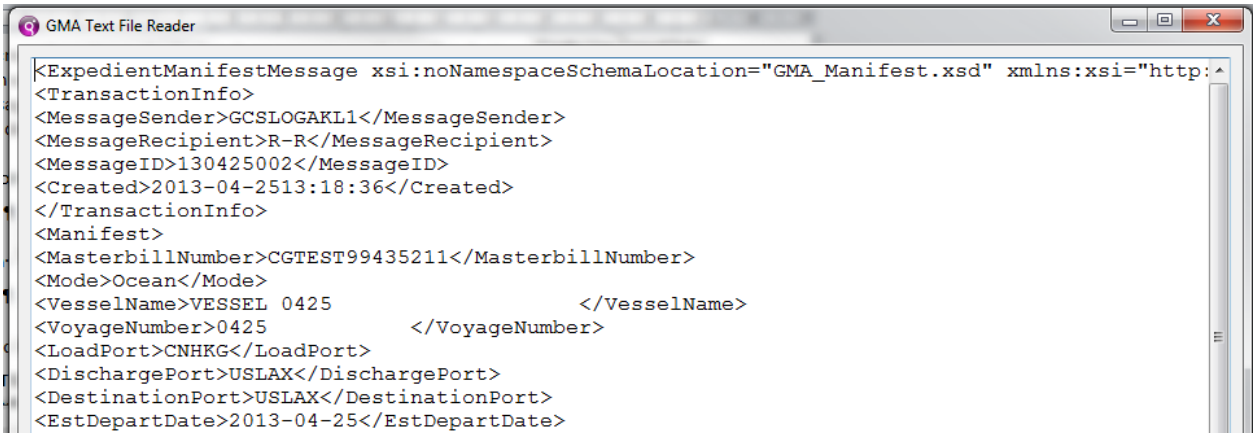
to view the Containers associated with this Master

MANIFEST EDI HISTORY

This option is available from the Communications menu and allows you to view the original XML files received from the Overseas Agent.

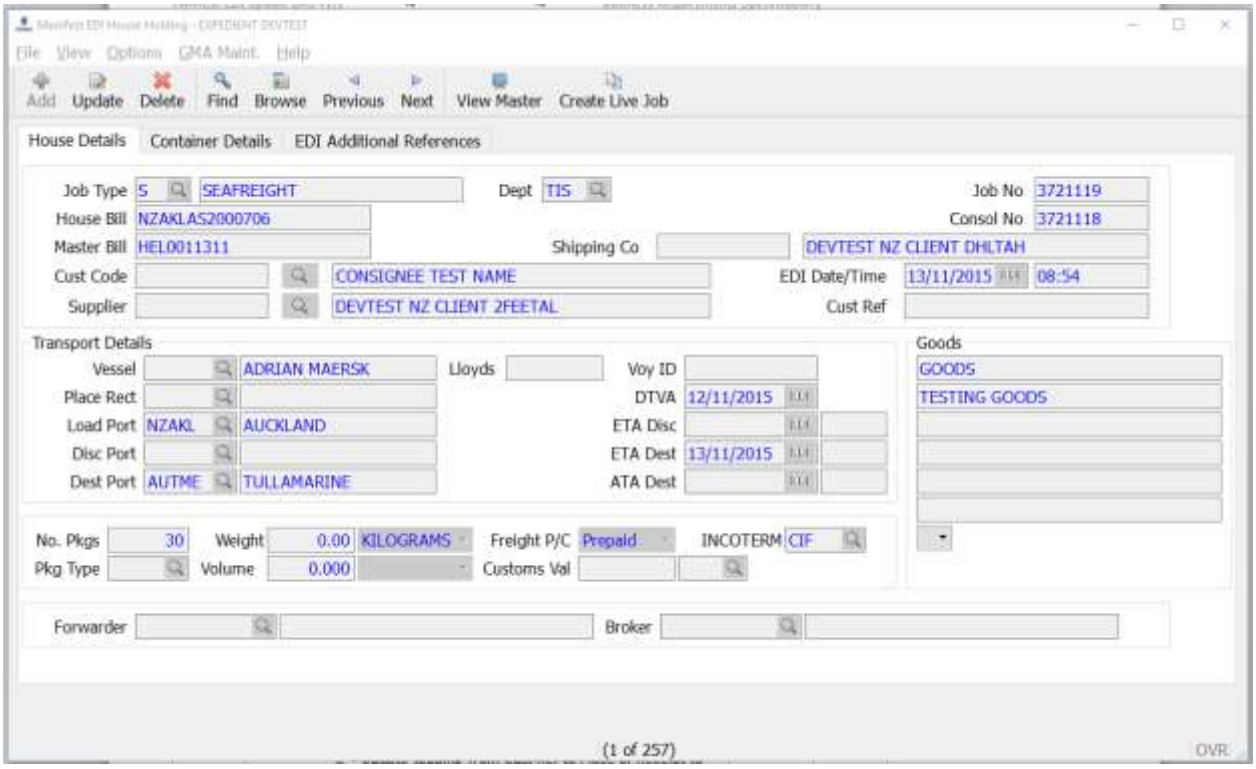


This screen will list the XML files received matching the Masterbill Number. Double click on one of the messages to view the original XML file



House Holding

Access the imported House Bill data from the Air Import Forwarding or Sea Import Forwarding folders, Manifest EDI folder.

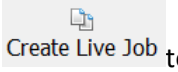


This screen is very similar to the Import Job Registrations screen for AIR and SEA. This screen displays the House Bill data received in the EDI Manifest.

Check the data and update where required including the Department Code.
Any House Bills where the Department is TIS or TIA, i.e. temporary departments have been assigned where the destination port has not been mapped, cannot be updated to live Jobs. Please use the Import Department Mapping screen to add map these destinations.

Use the zoom next to the Cust Code and Supplier fields to find your codes for these Consignees and Suppliers.

CREATE LIVE JOBS

Once the details on screen have been checked and are correct use the toolbar button 

to create a Job from House Bill Manifest information. Any missing information will be listed in a pop up message on screen.

When the job is made live the Import Job Registration screen will open displaying the new job. The date and time the EDI message was received is shown in the Various Information tab.

Any jobs that are not made live after six months from the date of receival will be purged.

Email Alerts on Loading

Automated emails are sent on receipt of EDI Manifest information to the contacts listed in the Agent Mapping screen.

Emails are sent in the following scenarios:

- Where a new Master or House Bill has been loaded successfully into the Holding screens and requires checking by a user
  Agent to Agent: An email will be sent to the Internal Import Agent Contact and the Agent EDI Sending Manifest Contact Email
  Forwarder to Broker: An email will be sent to the Forwarder EDI Manifest Sending Contact and the Internal Recipient Email Alerts contacts
  E.g.
  New bill of lading manifest information has been sent for upload in Expedient as a new import.

  Masterbill number 3701366 has been added, with the following Housebills:
  - Housebill number HOUSEBILL1 has been added.

  2 XML Load Errors:

  Cannot add Shipper:Country on HouseBill-HOUSEBILL1 due to error in XML field Country.
  Cannot add Consignee on HouseBill-HOUSEBILL1 due to error in XML field Consignee.

  O/S Agent: 102KWP
  Load Port: AUMEL
  Destination Port: AUSYD

- Where an update to an already received Master or House Bill has been loaded successfully into the Holding screens and requires checking by a user
  Agent to Agent: An email will be sent to the Internal Import Agent Contact and the Agent EDI Sending Manifest Contact Email
  Forwarder to Broker: An email will be sent to the Forwarder EDI Manifest Sending Contact and the Internal Recipient Email Alerts contacts

  E.g.
  Masterbill number 3701366 has been updated with new information.

  2 XML Load Errors:

  Cannot update Shipper:Country on HouseBill-HOUSEBILL1 due to error in XML field Country.
  Cannot update Consignee on HouseBill-HOUSEBILL1 due to error in XML field Consignee.

  O/S Agent: 102KWP
  Load Port: AUMEL
  Destination Port: AUSYD

- Where a new House Bill has been sent to add to an existing Live Consol
  An email will be sent to the Internal Import Agent Contact and the Agent EDI Sending Manifest Contact Email
  E.g.
  An additional house bill, number ADDITIONAL HOUSE has been added to Masterbill number 3701366
  2 XML Load Errors:

  Cannot add Shipper:Country to HouseBill-ADDITIONAL HOUSE due to error in XML field Country.
  Cannot add Consignee to HouseBill-ADDITIONAL HOUSE due to error in XML field Consignee.

  O/S Agent: 102KWP

Load Port: AUMEL
Destination Port: AUSYD

If there is any missing data in the loaded file the errors will be listed in the email.

Sending EDI Manifests to Overseas Agents

EDI Manifests can be sent from Expedient to the Overseas Agent if the details have been set up in the Agent Mapping screen.

The Manifest can be sent automatically or manually.

AUTOMATIC SENDING

Expedient will run a regular check (usually every ten minutes) to see if any manifests are ready to be sent based on the EDI Manifest trigger in the Agent Mapping screen.

The date and time the Manifest was sent can be viewed in the Export Consol screen.

The EDI Sent flag indicates whether the file has been sent or not and also indicates whether the manifest was an update. 'M' indicates the EDI Manifest modified an earlier version of the manifest.

On successfully sending the EDI an email will be sent to the Agent EDI Receiving Manifest Contacts for the Oversea Agent listed in the Agent Mapping screen when a new EDI Manifest is sent or when an update to the Manifest is sent.

Sending the EDI Manifest will also create an event which can be viewed in the Manifest EDI Submission History from the Options menu in the Air and Sea Consol screens.

Double click on a row in the Manifest EDI Submission History screen to view the original text of the EDI message

If there is any missing information in the EDI Manifest file a message will be sent to the Internal Export Responsible Contacts listing the missing details.

MANUAL SENDING

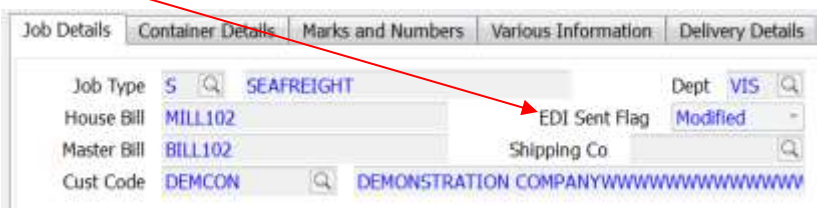
Select the option 'Send EDI Manifest' from the Options menu in the SEA Export and AIR Export Consol screens. This option is only available where the EDI Manifest module is active and the Agent is mapped in the Agent Mapping screen. Any missing information will be listed in a pop up message. Provide all the missing information to send the EDI message.

Sending EDI to Customs Brokers

EDI can be sent from the Import Job Registration screen to the Customs Broker if their details are in the Agent Mapping screen.

Use the 'Send EDI to Broker' option from the Options>More Options menu in the Import Job Registration screen. Expedient will check all the necessary information is in the screen before sending the file.

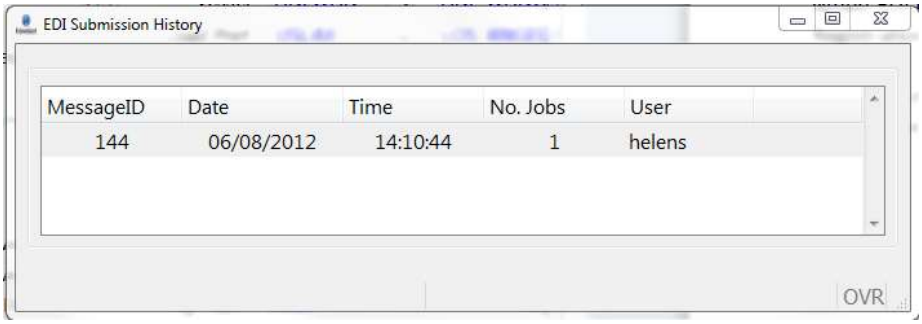
The EDI Sent flag indicates whether the file has been sent or not and also indicates whether the file was an update to an import job already received.



On successfully sending the EDI an email will be sent to the Broker EDI Receiving Contacts listed in the Agent Mapping screen. A message will also go to the Internal Responsible Contacts.

When EDI has been sent to a Broker the EDI Date and Time sent will be displayed on the Import Job Registration screen, Various Information tab.

A history of the EDI sent to the Broker can be viewed from 'EDI History' in the Options>More Options menu in the Import Job Registration screen.



Double click on a row in this screen to view the original file contents.

Automatic Creation of Air Cargo Reports (AU)

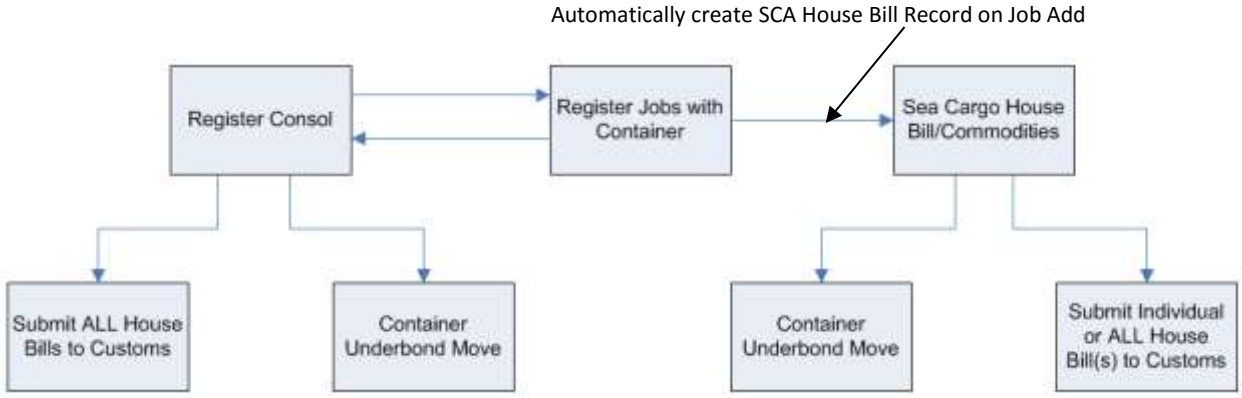
Air Cargo Reports can be automatically created from the details received in the imported Air Consol and House Bills.

The Air Cargo Report will be automatically created without the need to make the Consol and House Bill live from the holding screens. If the details are changed in the House Holding screen before the Air Cargo Report is submitted the Air Cargo Report will be updated by the House Bill. If the Air Cargo Report has already been submitted the details will not be updated.

Expedient can also check that the destination port is in AU and automatically submit the Air Cargo Report.

If you would like this functionality please send a Support Ticket to Expedient Software.

Sea Cargo Reporting Process Workflow


Automatically create SCA House Bill Record on Job Add
Register Consol
Register Jobs with Container
Sea Cargo House Bill/Commodities
Submit ALL House Bills to Customs
Container Underbond Move
Container Underbond Move
Submit Individual or ALL House Bill(s) to Customs

Creation of a Consol and related Jobs will automatically create the Sea Cargo House Bill Records provided a House Bill number and Master bill number are provided within the Job Registration Creation.
Any updates to Jobs are automatically updated through to Sea Cargo House Bill Records providing the Cargo Reporting has not already been submitted to Customs.

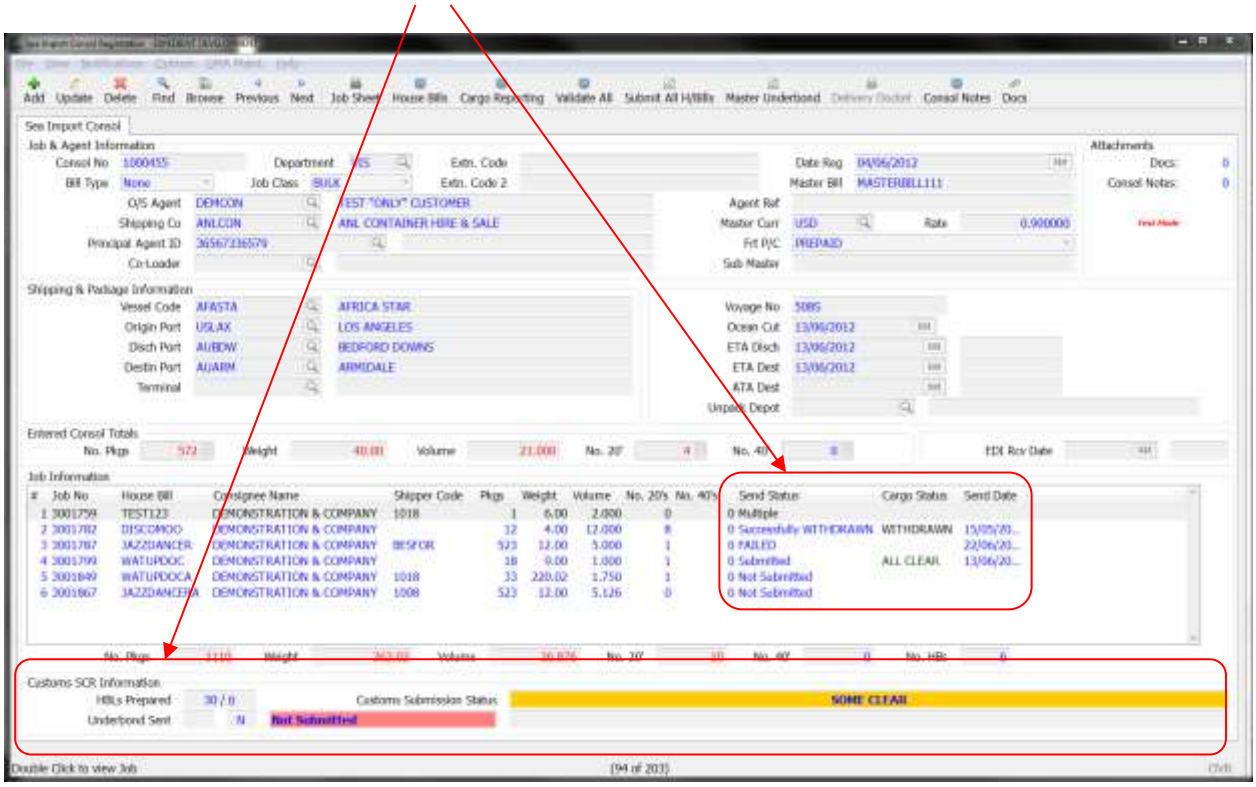
If a job is linked to an existing Consol, a Sea Cargo House Bill Record will be automatically created from the details of the job registration screen provided an existing SCR for the house bill has not already been submitted to Customs.

Validation and Submission of all the House Bills in a Consol can be performed from the Consol screen via the Validate All and Submit All Buttons.
Alternatively individual Sea Cargo House Bills can be submitted from each job registration screen.

Consol - Customs Status information

Once the consol and jobs have been created in Expedient and the subsequent Cargo Reporting House Bills exist, the Consol Screen allows users to Validate and Submit all House Bills to Customs at one time.

The Customs SCR Information section on the Sea and Air Consol Registration screen provides a quick overview of the latest status with Customs.



Field Name	Description	Validation	Default
Send Status	This indicates the current status of the SCR House Bill. 'Multiple' indicates that this is an Assembly Shipment	System Generated	Blank
Cargo Status	This is the Customs EDI Status of Un-Modified Shipments: • Not Submitted • *Being Submitted • FAILED • In Progress • Submitted • OK with Warnings This is the Customs EDI Status of Modified Shipments: • Not Submitted • *Being Submitted • FAILED • In Progress • Submitted, SINCE MODIFIED • OK with Warnings, MODIFIED	System Generated	Customs
Send Date	This is the date the SCR House Bill submission was made	System Generated	Blank
HBLs Prepared	This indicates the number of jobs and the number of SCR House Bills associated with the Consol. This provides a quick indication of any missing SCR House Bills	System Generated	Blank

Field Name	Description	Validation	Default
Customs Submission Status	This is the overall status of the submission of SCR House Bills	System Generated	Blank
Underbond Sent	This is the status of any underbond moves submitted	System Generated	Blank

VALIDATE ALL SCR HOUSE BILLS

This option provides the ability to check for any errors in the SCR House Bills **before** submission to Customs.

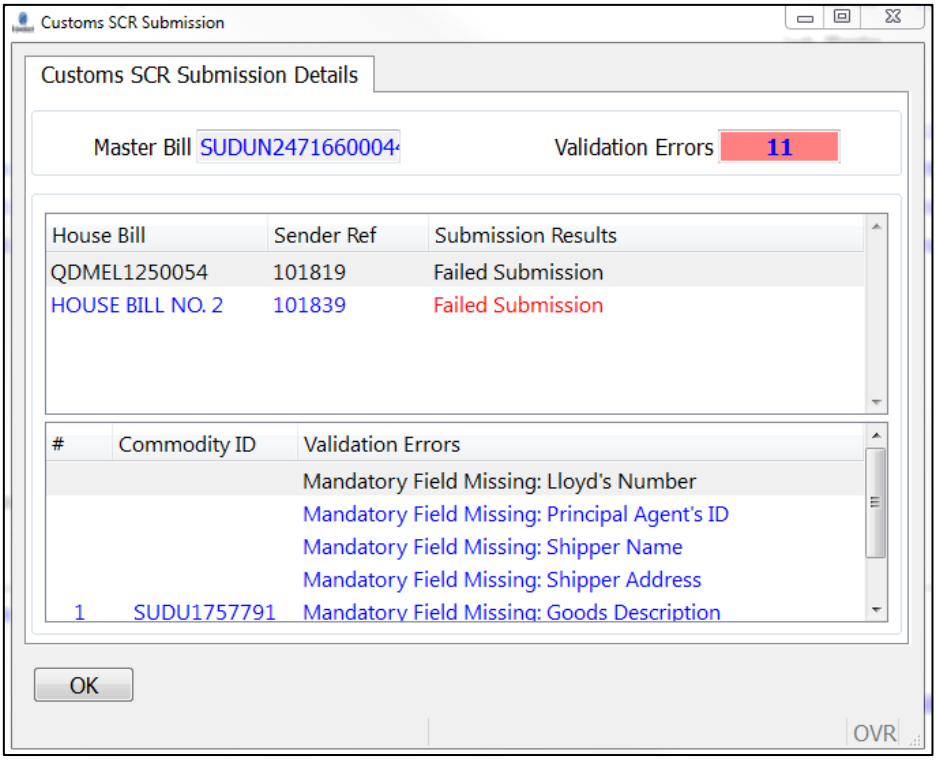
This option is available from the Consol Sea Registration screen, toolbar button Validate All. Expedient will perform the same validation as if you wanted to submit the SCR House Bills straight away.

SUBMIT ALL SCR HOUSE BILLS

All House Bills associated with a Consol can be submitted from the Sea Consol Registration screen using the Submit All H/Bills tool bar button.

Expedient will validate that all the required Customs information is present for all the House Bills. If all information is present SCR House Bills will be submitted.
If there are any missing details Expedient will display a list of the missing items for each House Bill.

For example,



Click on the House Bill number to view any listed errors in the pop up screen.
Double click on the House Bill number to open the House Bill in a separate screen to fix the errors.

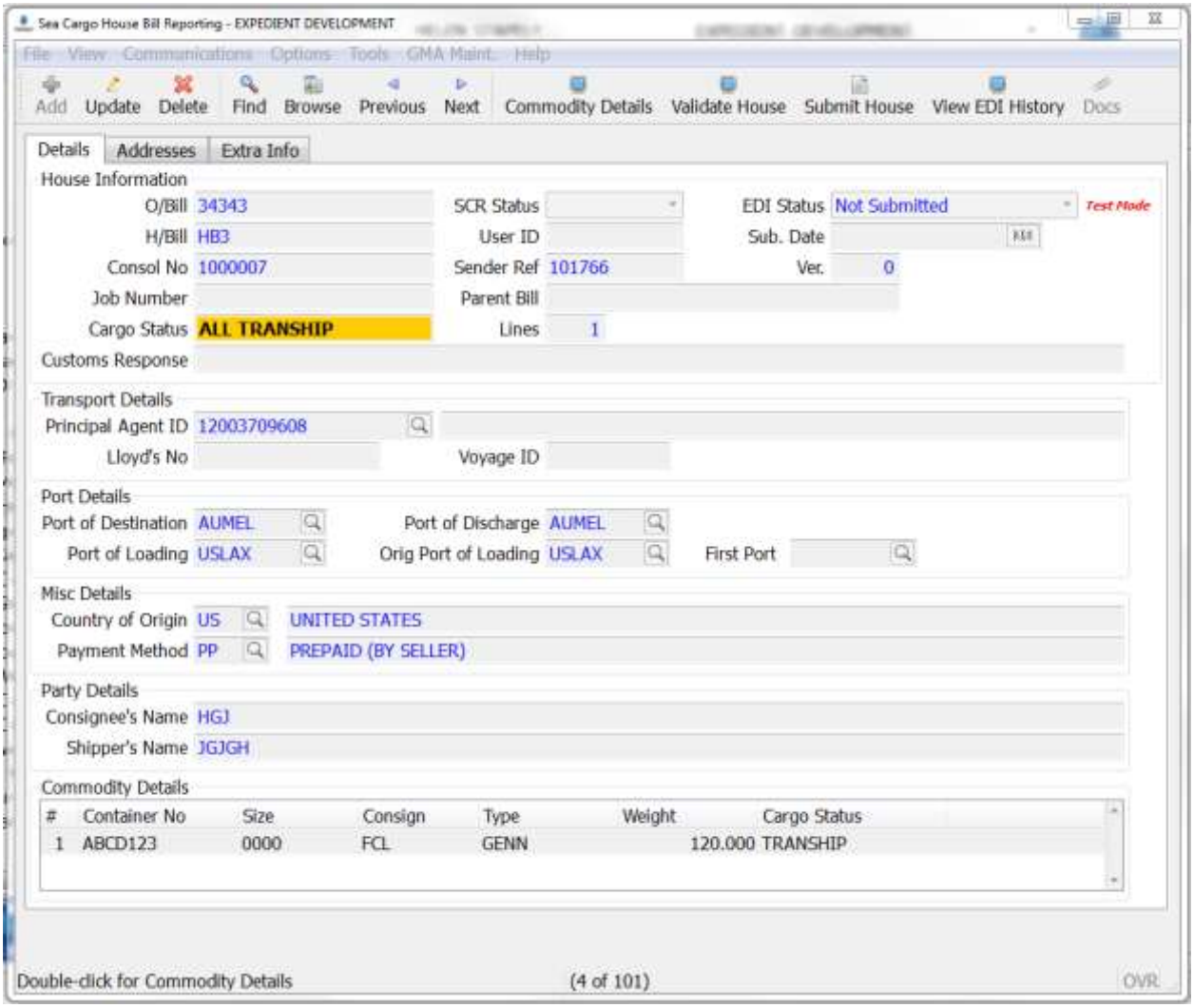
If a container number is shown in the Commodity ID column of this screen double click on the container number to go straight to the Sea Cargo Commodity screen to fix the error.

When all errors have been fixed use the Submit All H/Bills again to submit to Customs. Any SCR House Bills that had been unsuccessfully submitted will be re-submitted provided all the mandatory details have been provided.

After Customs confirm successful submission an email from Customs will be sent to the user who last successful submitted the instruction.

Sea Cargo House Bill Screen

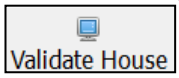
These records will be automatically created once a Consol and Jobs have been created (provided Masterbill and House Bill fields have been populated).



Field Name	Description	Validation	Default
O/Bill	This is the Ocean Bill number	Optional	Job registration
EDI Status	The Sea Cargo Report Status – This is the internal Status of the Sea Cargo House Bill. This can consist of: Create, Replace, Withdraw. This is the Customs EDI Status of Un-Modified Shipments: • Not Submitted • *Being Submitted • FAILED • In Progress • Submitted • OK with Warnings This is the Customs EDI Status of Modified Shipments: • Not Submitted • *Being Submitted • FAILED • In Progress • Submitted, SINCE MODIFIED • OK with Warnings, MODIFIED	System Generated	Customs
User ID	This is the username that created the Sea Cargo House Bill	System Generated	Username
Sub. Date	This is the SCR Creation Date	Mandatory	Today
Sender Ref	This is the Job Number/Submission number	System Generated	Blank
Ver.	This is the version of the message submitted to Customs	System Generated	Blank
H/Bill	This is the House Bill Number	Mandatory	Job Registration
Consol No	This is the Consol number	Mandatory	Job Registration
Reference	This is the reference for the submission	Optional	Blank
Parent Bill	This is the reference for the Parent Bill	Optional	Blank
Cargo Status	This is the Overall Customs Status for the Sea Cargo Report	Mandatory	Blank
Lines	This is the number of lines associated with the House Bill	System Generated	Blank
Customs Response	This is the message received from Customs	System Generated	Customs
Principal Agent's ID	The shipping line master loader or co-loader responsible for the operation of a ship. Use the zoom to find all the Principal Agent IDs stored for active Shipping Lines in the Customer Masterfile.	Mandatory	Consol Registration
Lloyd's Number	This is the Lloyds number of the vessel	Optional	Blank
Voyage ID	This is the Voyage ID of the vessel	Optional	Blank
Port Destination	This is the Destination Port. Use the to perform a lookup on the ISO Port Masterfile	Mandatory	Blank

Field Name	Description	Validation	Default
Port Discharge	This is the Discharge Port. Use the to perform a lookup on the ISO Port Masterfile	Mandatory	Blank
Port Loading	This is the Load Port. Use the to perform a lookup on the ISO Port Masterfile	Mandatory	Blank
Orig Port Load	This is the originating load port. Use the to perform a lookup on the ISO Port Masterfile	Mandatory	Blank
First Port	This is the first port. Use the to perform a lookup on the ISO Port Masterfile	Optional	Blank
Country of Origin	This is the Country of Origin. Use the to perform a lookup on the ISO Port Masterfile	Mandatory	Blank
Payment Method	This is the payment method	Mandatory	Job Registration
Consignee's Name	This is the full name of the Consignee	Optional	Job Registration
Shipper's Name	This is the full name of the Shipper	Optional	Job Registration
Container No	This is the container number	Optional	Job Registration
Size	This is the size of the container	Optional	Job Registration
Consign	This is the job type	Optional	Job Registration
Type	This is the type of container	Optional	Job Registration
Weight	This is the net weight of the Container. If the net weight is not supplied in the Job Registration screen the gross weight will be used.	Optional	Job Registration
Cargo Status	This is the status of the submission to Customs	System Generated	Blank
	Addresses Tab		
Consignee	This is the Name and Address Details	Mandatory	Job Registration
Shipper	This is the Name and Address Details. Use the to find an alternative Shipper.	Mandatory	Job Registration
	Extra Info Tab		
Freight Forwarder Ind	This is the Freight Forwarder Indicator. This must not be null.	Mandatory	"N"
Responsible Party ID	This is the Responsible Party ID	Optional	Blank
Overseas Routing Codes	These are the Overseas Routing Codes	Optional	Blank

VALIDATE HOUSE

This option provides the ability to validate the information in the SCR House Bill before submission. Use the toolbar button 

in the Sea Cargo House Bill Reporting screen.

SUBMIT HOUSE

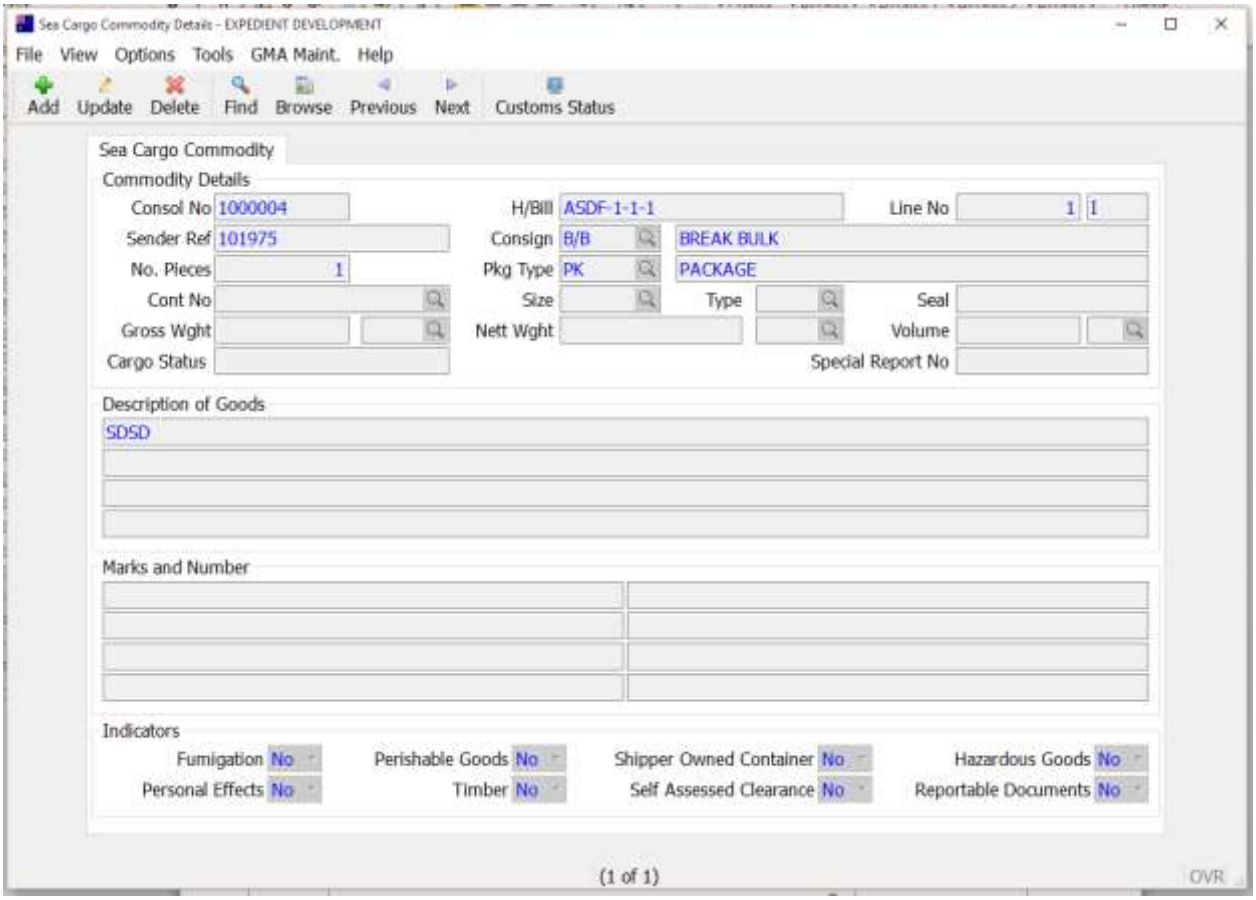
This option provides the ability to submit one SCR House Bill at a time provided the SCR House Bill has not already been submitted. This option is available from the Sea Cargo House Bill Reporting screen, toolbar button. Submit House.

Any errors arising from missing information will be displayed in a separate pop up screen.

After Customs confirm successful submission an email from Customs will be sent to the user who last successful submitted the instruction.

COMMODITY DETAILS

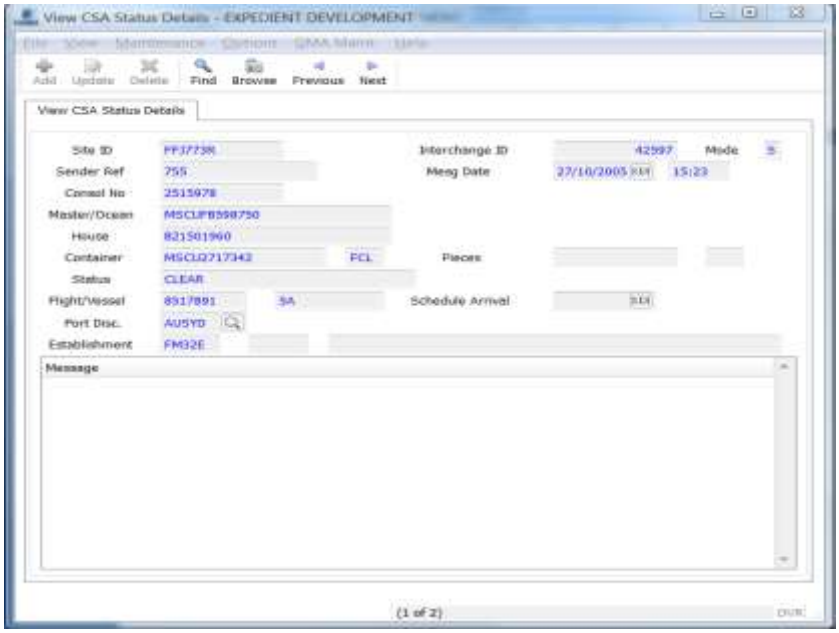
Commodity Details consist of the container number and related information. This information is sent to Customs. A record is created per container number.



This screen requires that either a Gross Weight or Nett Weight is provided. The volume for Breakbulk is populated from the volume of the job as there are no container details.

CUSTOMS STATUS

This screen allows users to see the Customs Status Information including the actual message as sent from Customs.



VIEW RAW MESSAGE

This is the Raw Message that Customs have sent to Expedient.

COMMUNICATION - DELETE LINES

Allows users to Delete Commodity Lines from Cargo Reporting.

COMMUNICATION – WITHDRAW HOUSE CARGO REPORT

A withdrawal allows users to withdraw a Cargo Report that has already been successfully submitted to Customs. After Customs confirm successful submission an email from Customs will be sent to the user who last successful submitted the instruction.

COMMUNICATION - RE-INSTATE HOUSE CARGO REPORT

Allocates a new Sender's Reference Number to a withdrawn SCR. This allows users to re-submit to Customs.

VIEW HOUSE EDI HISTORY

This displays all the EDI messages sent and received from Customs that are associated with the Cargo Reporting.

DOCS

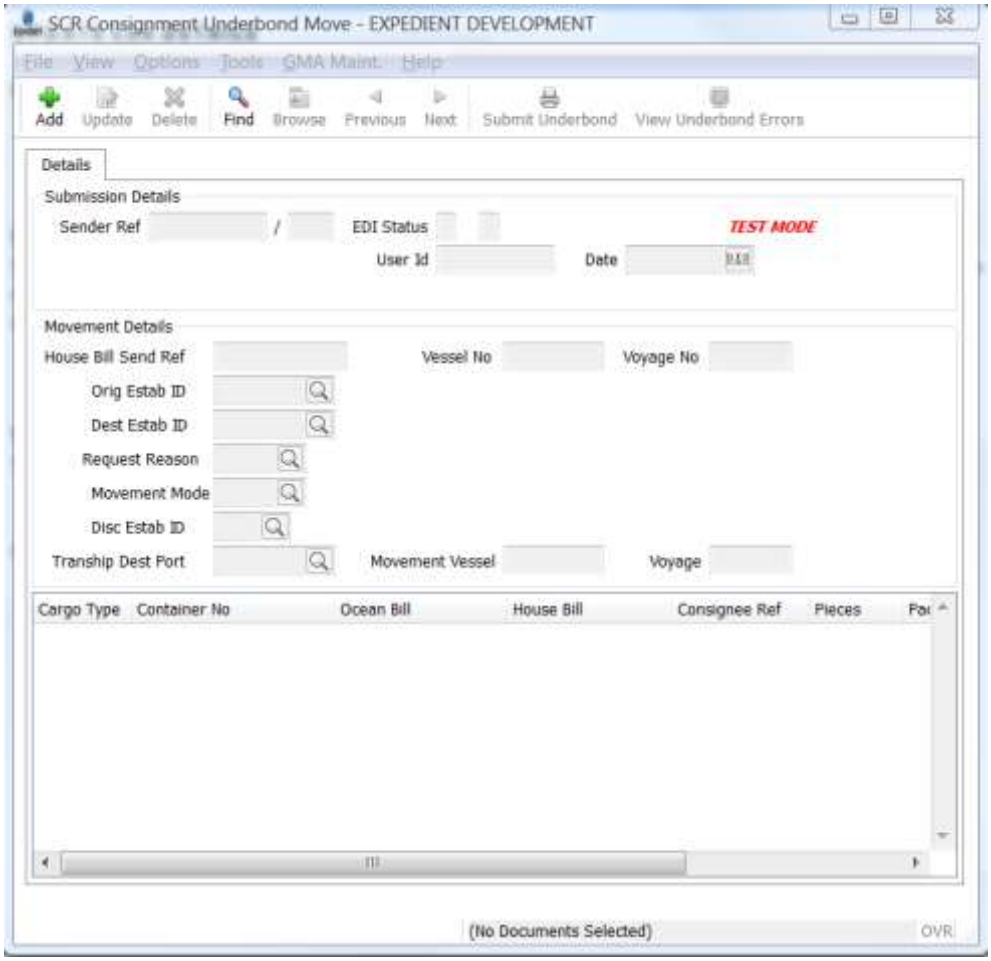
This toolbar button will allow you to attach documents relevant to the Sea Cargo House Bill where there is a Job Number associated with the SCR. This button will be not be available where there is no Job Number in the Job Number field.

VIEW HOUSE ERROR DETAILS

This screen displays the Latest Errors/Warnings received from Customs for the SCR House Bills.

UNDERBOND MOVE

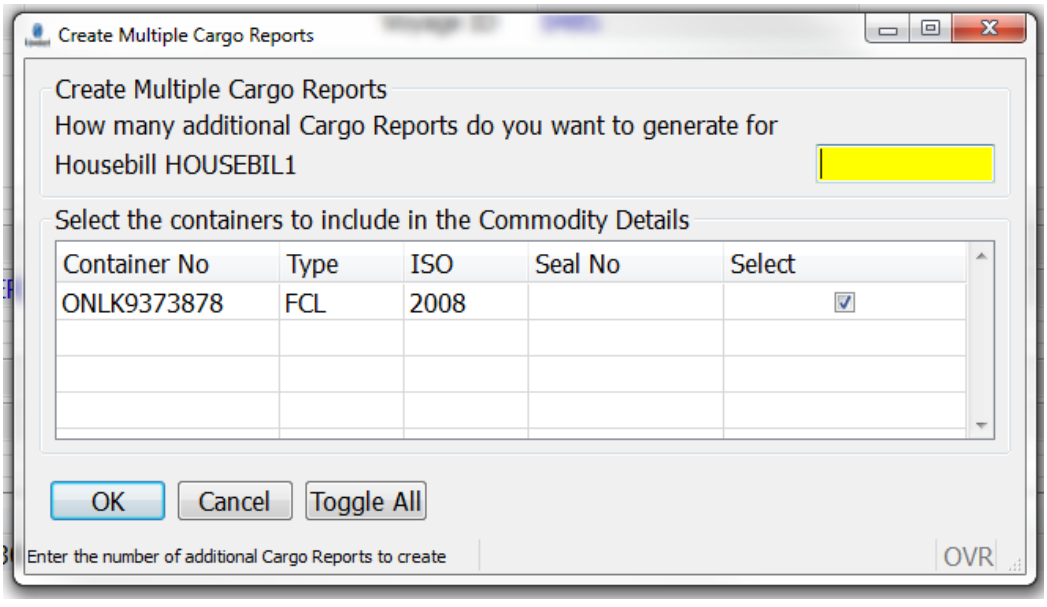
This screen allows users to Submit/Withdraw and View the Underbond Movement to Customs. It also allows users to view any errors and EDI History

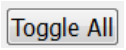


CREATE MULTIPLE SEA CARGO REPORTS

This option provides the ability to quickly create copies of the Sea Cargo Report currently on the screen.

If the Cargo Report on the screen has not yet been submitted to Customs the following screen will appear.



You can select how many Sea Cargo Reports you want to create by copying the Cargo Report currently on the screen and which containers you want to assign to the new Sea Cargo Reports. Use the 

button to quickly select all or no containers.

If you continue to create copies of a previously submitted Cargo Report e.g. HOUSE4444, Expedient will not make any changes to the original submitted Cargo Report but it will create three copies and call them HOUSE4444-1, HOUSE4444-2 and HOUSE4444-3. These will be ready to update with the correct Shipper, Consignee and Commodity details to send to Customs.

Use

to scroll from the original Cargo Report to the new Cargo Reports.

When the Job the Cargo Report is linked to is updated any change to the Job routing information is copied to the linked multiple Cargo Reports only if they have not yet been submitted to Customs.

Sea Cargo Reporting Reports

ALERTS

The following Alerts can be reported on via this screen:

1. Cargo Reporting Submitted but with No Customs Status
2. Cargo Reporting Submitted with a FAILED status
3. Cargo Reporting Submitted with a HELD status
4. Cargo Reporting Jobs Listing
5. Exceptions (all non-submitted cargo reports and failed cargo reports)

SCR STATUS REPORT

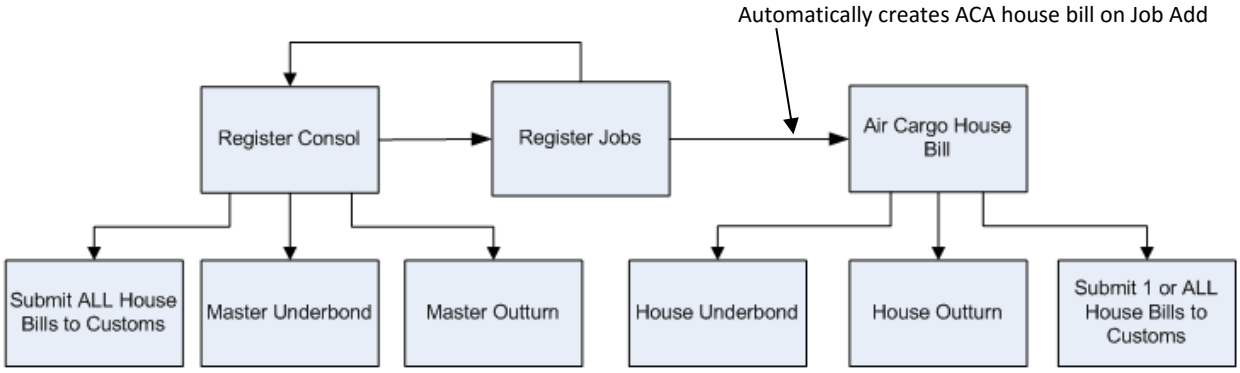
This report provides the most recent status for Consols registered within the selected date range.

Date: 27/02/2012 SEA CARGO AUTOMATION REPORT
Time: 11:09:29 GAVIN MILLMAN & ASSOC. (AUST) Page: 1
From 01/01/2010 to 27/02/2012

House Bill Number	Ocean Bill Number	shipper name	Consignee name
Voyid	Dest	stat.code	stat.date stat.time
Consol No: 5970094			
H09000577	OOLU3042237450	SINO HONG KONG AMERICAN G	REPCO AUSTRALIA PTY
0099	ADMEL	CLEAR	27/02/2009 11:36

This report is also available as an automated Monthly and Quarterly Report. Please find the report codes MTHCMRSCR and QTACMRSCR in the Automatic Reporting folder.

Air Cargo Reporting Process Workflow



Creation of a Consol and related Jobs will automatically create Air Cargo House Bills provided a House Bill number and Masterbill number are provided.
Any updates to the Consol are automatically followed through to ACR from the Consol Registration Screen provided the Cargo Reporting has not already been submitted to Customs.

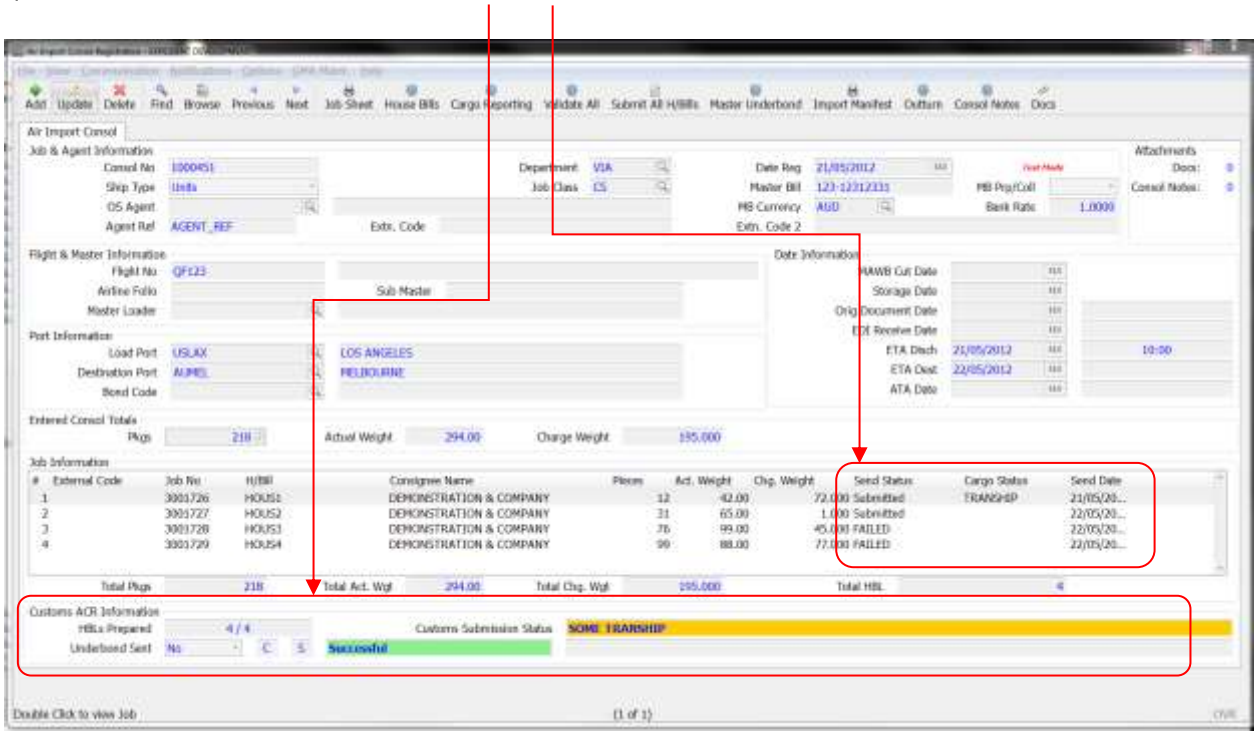
If a house bill is linked to an existing Consol, an Air Cargo House Bill Record will be automatically created from the details of the job registration screen provided an existing ACR for the house bill has not already been submitted to Customs.

Validation and Submission of all the House Bills in a Consol can be performed from the Consol screen. Alternatively individual house bills can be submitted from each job registration screen.

Consol – Customs Status information

Once the consol and jobs have been created in Expedient and the subsequent Cargo Reporting House Bills exist, the Consol Screen allows users to Validate and Submit all House Bills to Customs at one time.

The Customs Cargo Reporting Information section on the Sea and Air Consol Registration screen provides a quick overview of the latest status with Customs.



Field Name	Description	Validation	Default
Send Status	This indicates the current status of the ACR House Bill. 'Multiple' indicates an Assembly Shipment	System Generated	Blank
Cargo Status	This is the Customs EDI Status of Un-Modified Shipments: Not Submitted *Being Submitted FAILED In Progress Submitted OK with Warnings This is the Customs EDI Status of Modified Shipments: Not Submitted *Being Submitted FAILED In Progress Submitted, SINCE MODIFIED OK with Warnings, MODIFIED	System Generated	Customs
Send Date	This is the date the ACR House Bill submission was made	System Generated	Blank
HBLs Prepared	This indicates the number of jobs and the number of ACR House Bills associated with the Consol. This provides a quick indication of any missing ACR House Bills	System Generated	Blank

Field Name	Description	Validation	Default
Customs Submission Status	This is the overall status of the submission of ACR House Bills	System Generated	Blank
Underbond Sent	This is the status of any underbond moves submitted	System Generated	Blank

VALIDATE ALL

This option provides the ability to check for any errors in the ACR House Bills before submission to Customs.

This option is available from the Consol Air Registration screen, toolbar button Validate All. Expedient will perform the same validation as if you wanted to submit the ACR House Bills straight away.

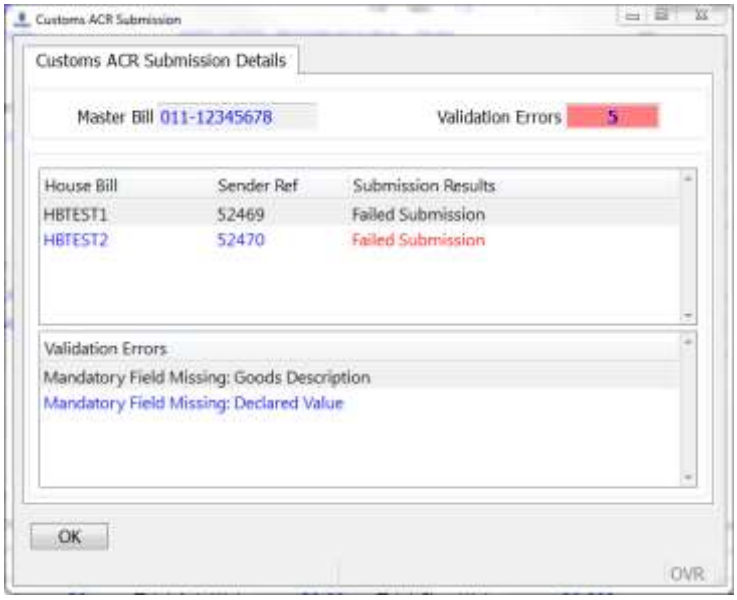
SUBMIT ALL ACR HOUSE BILLS

All House Bills associated with a Consol can be submitted from the Air Consol Registration screen using the Submit All H/Bills tool bar button.

Expedient will validate that all the required information is present for all the House Bills. If all information is present ACR House Bills will be submitted.

If there are any missing details Expedient will display a list of the missing items for each House Bill.

For example,



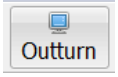
Click on the House Bill number to view any listed errors in the pop up screen.

Double click on the House Bill number to open the House Bill in a separate screen to fix the errors.

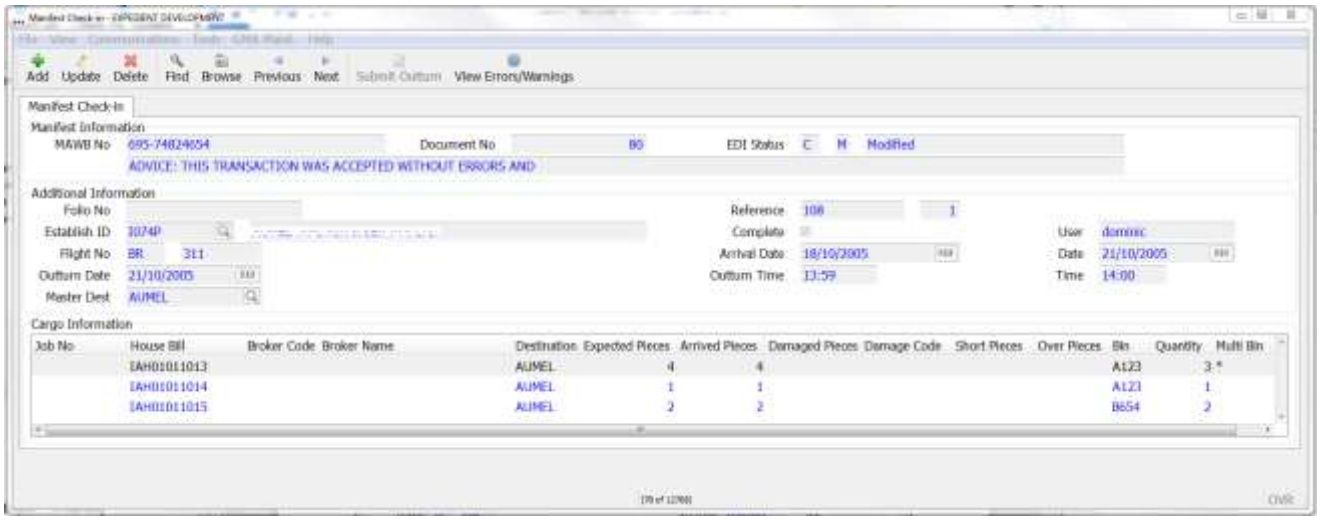
When all errors have been fixed use the Submit All H/Bills again to submit to Customs. Any ACR House Bills that had been unsuccessfully submitted will be re-submitted provided all the mandatory details have been provided.

After Customs confirm successful submission an email from Customs will be sent to the user who last successful submitted the instruction.

Outturn and Check In

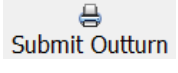
Use the 

toolbar button in the Air Import Consol Registration screen to access the Manifest Check-In screen. Details of short shipments or damaged/pillaged pieces for each house bill associated with the consol are entered here.



Field Name	Description	Validation	Default
MAWB No	This is the Master Airway Bill number	Mandatory	Consol Registration
Document No	This is a reference for the creation of the Manifest Check in	N/A	System Generated
EDI Status	This is the current status of the submission of the manifest to Customs	N/A	System Generated
Establish ID	This is the Establishment ID for the CTO	Mandatory	Terminal Customer Masterfile
Flight No	This is the inbound flight number	N/A	Consol Registration
Outturn Date	This is the Date of the outturn.	Mandatory	Today
Outturn Time	This is the Time of the outturn.	Mandatory	Now
Master Dest	This is the destination airport	Mandatory	Consol Registration
Job No	This is the job number for the House Bill associated with the MAWB	N/A	Job Registration
House Bill	This is the House Bill associated with the MAWB	N/A	Job Registration
Destination	This is the destination airport for the house bill	N/A	Job Registration
Expected Pieces	This is the number of pieces expected for the House Bill	N/A	Job Registration
Arrived Pieces	This is the number of actual pieces outturned	Mandatory	Blank
Damaged Pieces	This is the number of damaged pieces outturned	Optional	Blank

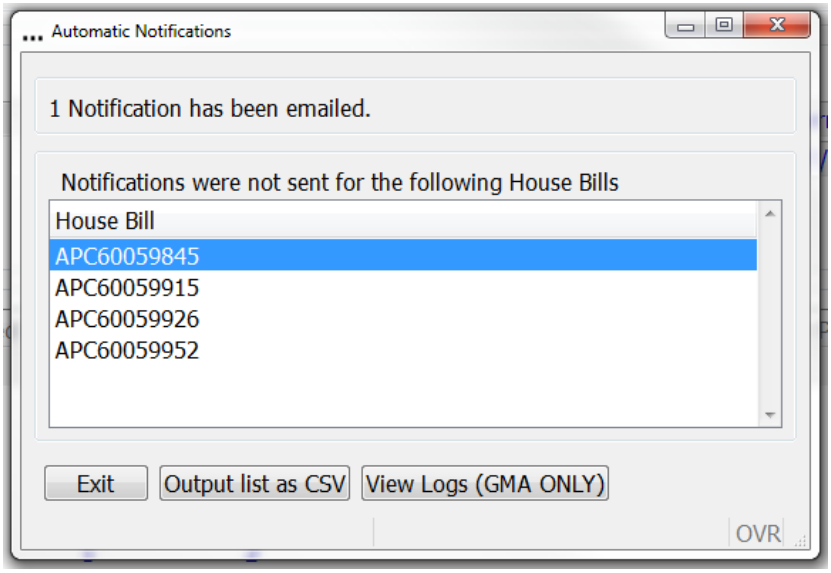
Field Name	Description	Validation	Default
Damage Code	Select a code from the pull down list to identify the type of damage	Conditional – mandatory if pieces are damaged	Blank
Short Pieces	This is the number of pieces missing	N/A	System Generated (Expected Pieces minus Arrived Pieces)
Over Pieces	This is the number of additional pieces outturned	N/A	System Generated (Arrived Pieces minus Expected Pieces)
The following columns will appear if your site is storing Bin Locations and your site is not using Scanners			
Bin	Enter the Bin Location code, e.g. B456	1 character followed by 3 numbers e.g. A123	Blank
Quantity	This is the number stored in the bin location. If this is less than the Arrived Pieces the Multi Bin screen will pop up. Enter the additional Bin Locations and quantity stored in each location	Equal value to Arrived Pieces	Arrived Pieces
Multi Bin	This column indicates if the House Bill pieces are stored in multiple locations by showing '*'.	N/A	System Generated

Use the  toolbar button to send the completed outturn to Customs and await their response.

AUTOMATIC SENDING OF AIR CARGO AVAILABILITY NOTICES

If the Brokers for the House Bills in the Outturn screen are set to receive Air Cargo Availability Notices automatically Expedient will email each contact with a notice when the Submit Outturn button is clicked. The automatic notice flag for the Broker is set in the Customer Masterfile for the Broker.

Expedient will show a count of the Cargo Availability Notices sent and will list all the House Bills where a notice could not be sent because of missing details.



Use the

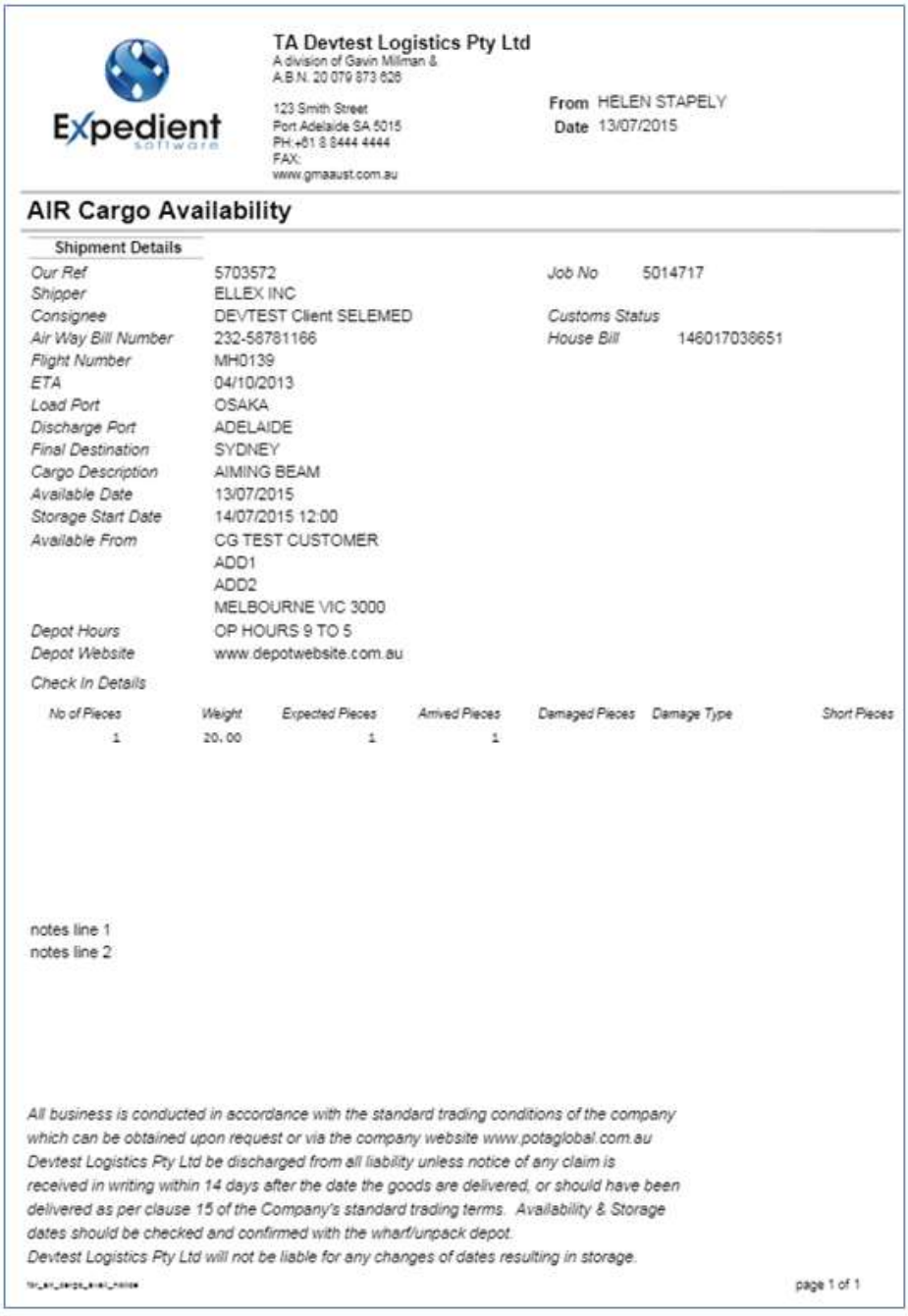
button to view a CSV report of the Brokers with missing details and update their Customer Masterfiles.

A notice will be generated for each Cargo Reporting House Bill and a Cargo Availability Notification event, CNOT, will be generated in the Job for each House Bill.

If you site is storing documents against Jobs in Expedient a copy of the notification will automatically be stored in the Document folder for the Job.

The recipients for each notification can be found in the email event, EML, Email Details screen.

Sample of the Air Cargo Availability Notice



TA Devtest Logistics Pty Ltd
A division of Gavin Millman &
A.B.N. 20 079 873 626

123 Smith Street
Port Adelaide SA 5015
PH: +61 8 8444 4444
FAX:
www.gmaaust.com.au

From HELEN STAPELY
Date 13/07/2015

AIR Cargo Availability

Shipment Details

Our Ref	5703572	*Job No*	5014717
Shipper	ELLEX INC		
Consignee	DEVTEST Client SELEMED	*Customs Status*	
Air Way Bill Number	232-58781166	*House Bill*	146017036651
Flight Number	MH0139		
ETA	04/10/2013		
Load Port	OSAKA		
Discharge Port	ADELAIDE		
Final Destination	SYDNEY		
Cargo Description	AIMING BEAM		
Available Date	13/07/2015		
Storage Start Date	14/07/2015 12:00		
Available From	CG TEST CUSTOMER ADD1 ADD2 MELBOURNE VIC 3000		
Depot Hours	OP HOURS 9 TO 5		
Depot Website	www.depotwebsite.com.au		

Check In Details

No of Pieces	*Weight*	*Expected Pieces*	*Arrived Pieces*	*Damaged Pieces*	*Damage Type*	*Short Pieces*
1	20.00	1	1			

notes line 1
notes line 2

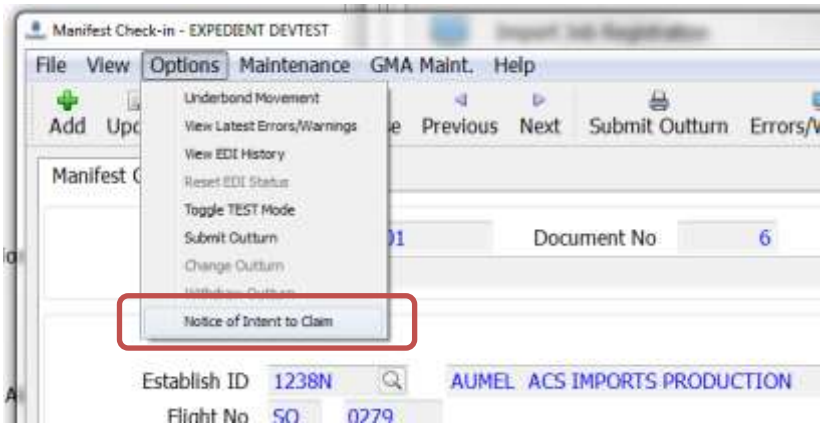
All business is conducted in accordance with the standard trading conditions of the company which can be obtained upon request or via the company website www.potaglobal.com.au Devtest Logistics Pty Ltd be discharged from all liability unless notice of any claim is received in writing within 14 days after the date the goods are delivered, or should have been delivered as per clause 15 of the Company's standard trading terms. Availability & Storage dates should be checked and confirmed with the wharf/unpack depot.
Devtest Logistics Pty Ltd will not be liable for any changes of dates resulting in storage.

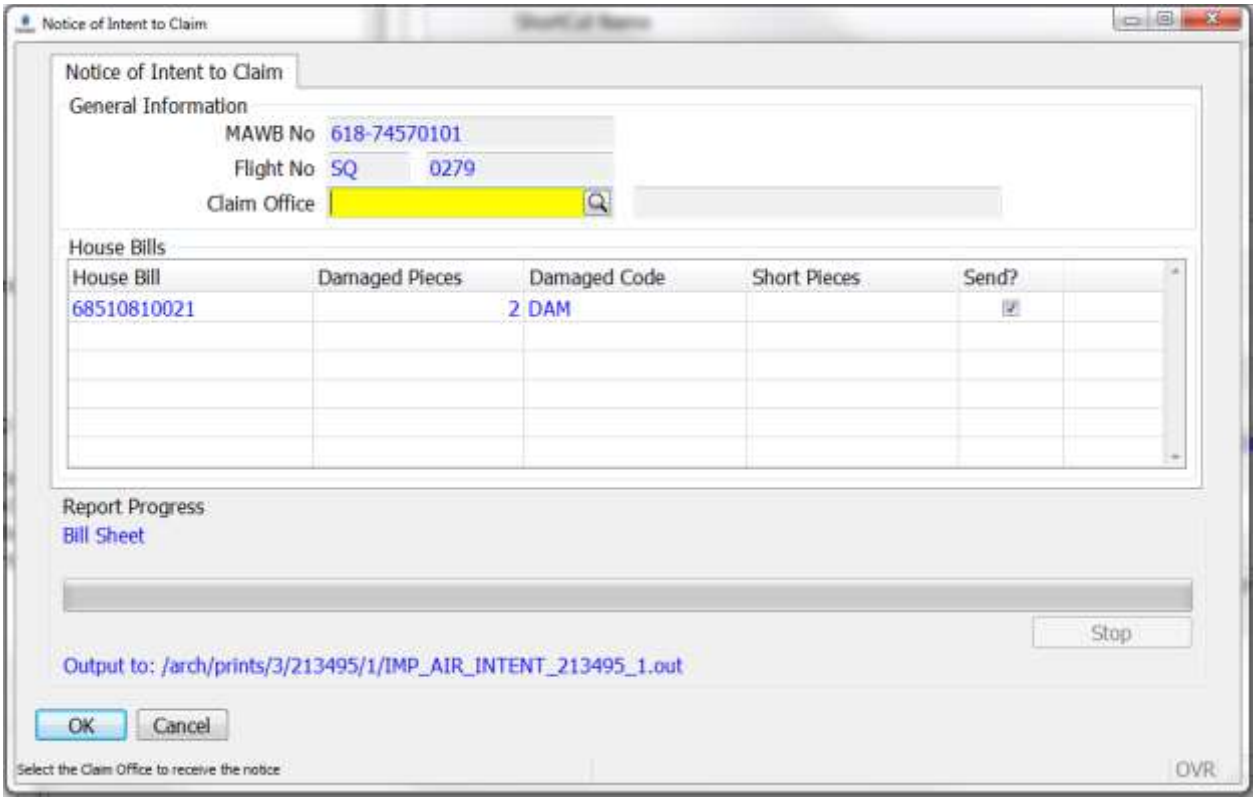
page 1 of 1

If the Customs Status was HELD when the Outturn was submitted the notice will be sent again when the Customs Status turns to CLEAR.

NOTICE OF INTENT TO CLAIM

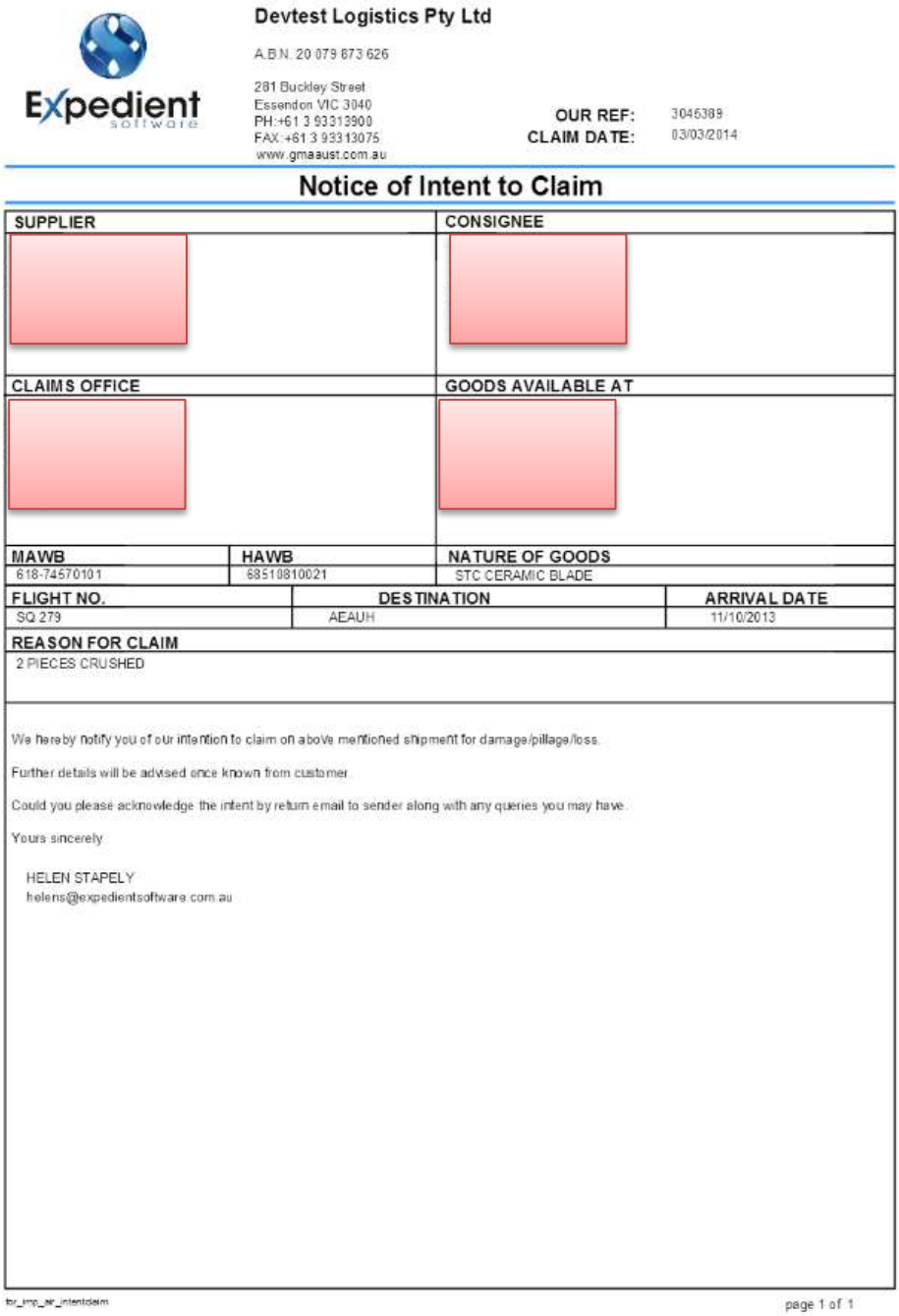
This option, available from the Options menu in the Air Cargo Reporting>Outturn/Manifest Check-in screen





Field Name	Description	Validation	Default
MAWB No	This is the Master Airway Bill number	N/A	Consol Registration
Flight No	This is the flight number for the Consol	N/A	Consol Registration
Claims Office	This is the office the Intent to Claim will be addressed to. Click on to select a code from the Customer Masterfile	Mandatory	Client Code for the Terminal Establishment ID in the Manifest/Outturn Check-In screen
House Bill	House bill with damaged/pillaged or short shipped pieces	N/A	Manifest/Outturn Check-In screen

Field Name	Description	Validation	Default
Damaged Pieces	Number of Damaged pieces	N/A	Manifest/Outturn Check-In screen
Damaged Code	Identifies the type of damage	N/A	Manifest/Outturn Check-In screen
Short Pieces	Number of pieces short of expected pieces	N/A	Manifest/Outturn Check-In screen
Send?	Tick whether the intent to claim should include details of this House Bill line	Optional	Ticked



Devtest Logistics Pty Ltd

A.B.N. 20 079 873 626

281 Buckley Street
Essendon VIC 3040
PH:+61 3 93313900
FAX:+61 3 93313075
www.gmaaust.com.au

OUR REF: 3046389
CLAIM DATE: 03/03/2014

Notice of Intent to Claim

SUPPLIER	CONSIGNEE
[redacted]	[redacted]
CLAIMS OFFICE	**GOODS AVAILABLE AT**
[redacted]	[redacted]

MAWB	HAWB	NATURE OF GOODS
618-74570101	68510810021	STC CERAMIC BLADE

FLIGHT NO.	DESTINATION	ARRIVAL DATE
SQ 279	AEAUH	11/10/2013

REASON FOR CLAIM

2 PIECES CRUSHED

We hereby notify you of our intention to claim on above mentioned shipment for damage/pillage/loss.

Further details will be advised once known from customer.

Could you please acknowledge the intent by return email to sender along with any queries you may have.

Yours sincerely

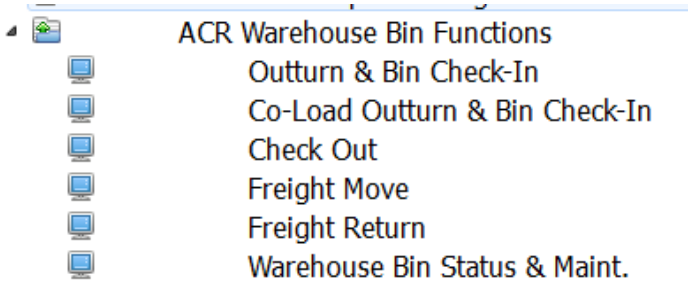
HELEN STAPELY
helens@expedientsoftware.com.au

tbr_imp_air_intentclaim

page 1 of 1

ACR Bin Warehouse Functions

This menu is available where your site is an Air Cargo Bond Warehouse with Bin Locations.



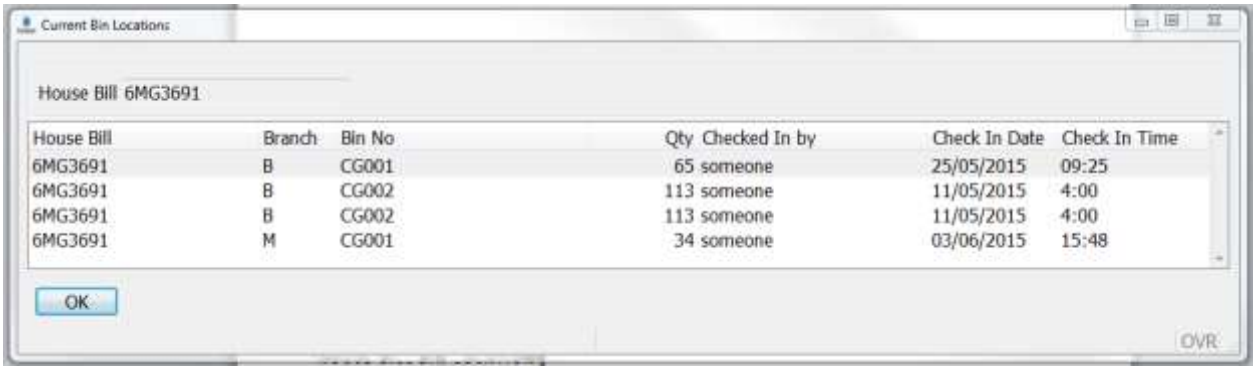
HOUSE BILL BIN LOCATION

Users are able to check the current bin location, number of pieces and the details of check in of specific house bills

View Current Warehouse Bin Location

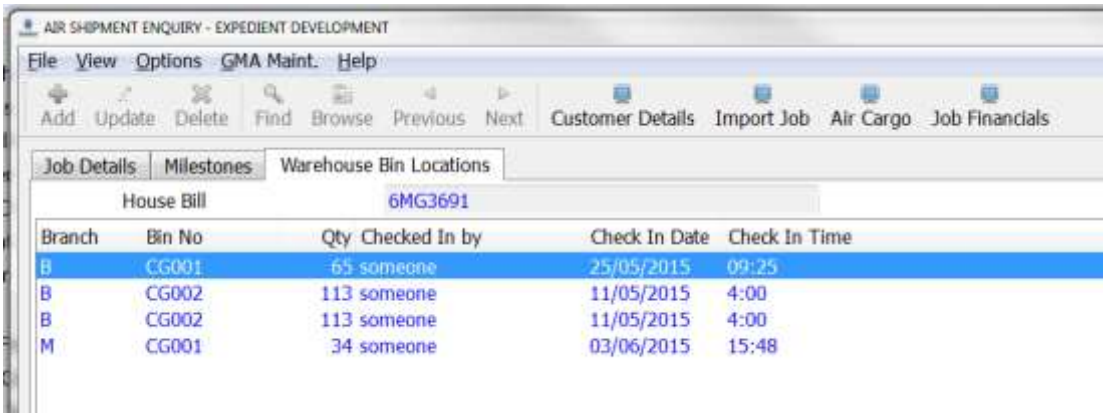
If the House Bill is a Forwarding and/or Customs Job you can access a view of the Current Warehouse Bin Locations from the Import Air Job Registration screen.

Go to Options>View Current Warehouse Bin Location. If pieces have not yet been checked in this option is not available.


Current Bin Locations
House Bill 6MG3691
House Bill Branch Bin No Qty Checked In by Check In Date Check In Time
6MG3691 B CG001 65 someone 25/05/2015 09:25
6MG3691 B CG002 113 someone 11/05/2015 4:00
6MG3691 B CG002 113 someone 11/05/2015 4:00
6MG3691 M CG001 34 someone 03/06/2015 15:48
OK
OVR

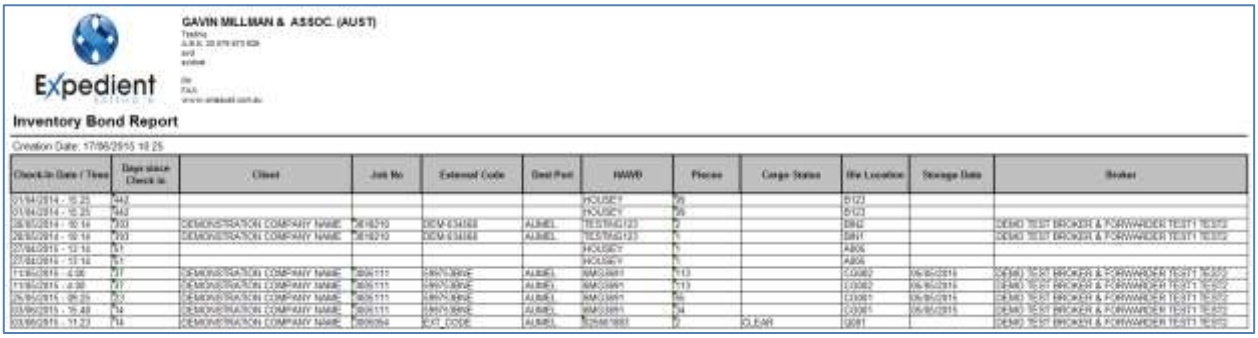
Import Job Enquiry

The current Warehouse Bin Locations can also be seen from the Customer Services Import Job Enquiry screen. Find the House Bill, got to Shipment Enquiry and click the Warehouse Bin Locations tab.


AIR SHIPMENT ENQUIRY - EXPEDIENT DEVELOPMENT
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Customer Details Import Job Air Cargo Job Financials
Job Details Milestones Warehouse Bin Locations
House Bill 6MG3691
Branch Bin No Qty Checked In by Check In Date Check In Time
B CG001 65 someone 25/05/2015 09:25
B CG002 113 someone 11/05/2015 4:00
B CG002 113 someone 11/05/2015 4:00
M CG001 34 someone 03/06/2015 15:48

INVENTORY BOND REPORT

The automatic report 'INBOND' can provide a regular report of inventory for a specific client. Refer to the Automatic Reports User Manual for information on setting up the report for your clients.



GAVIN MILLMAN & ASSOC. (AUST)

Inventory Bond Report

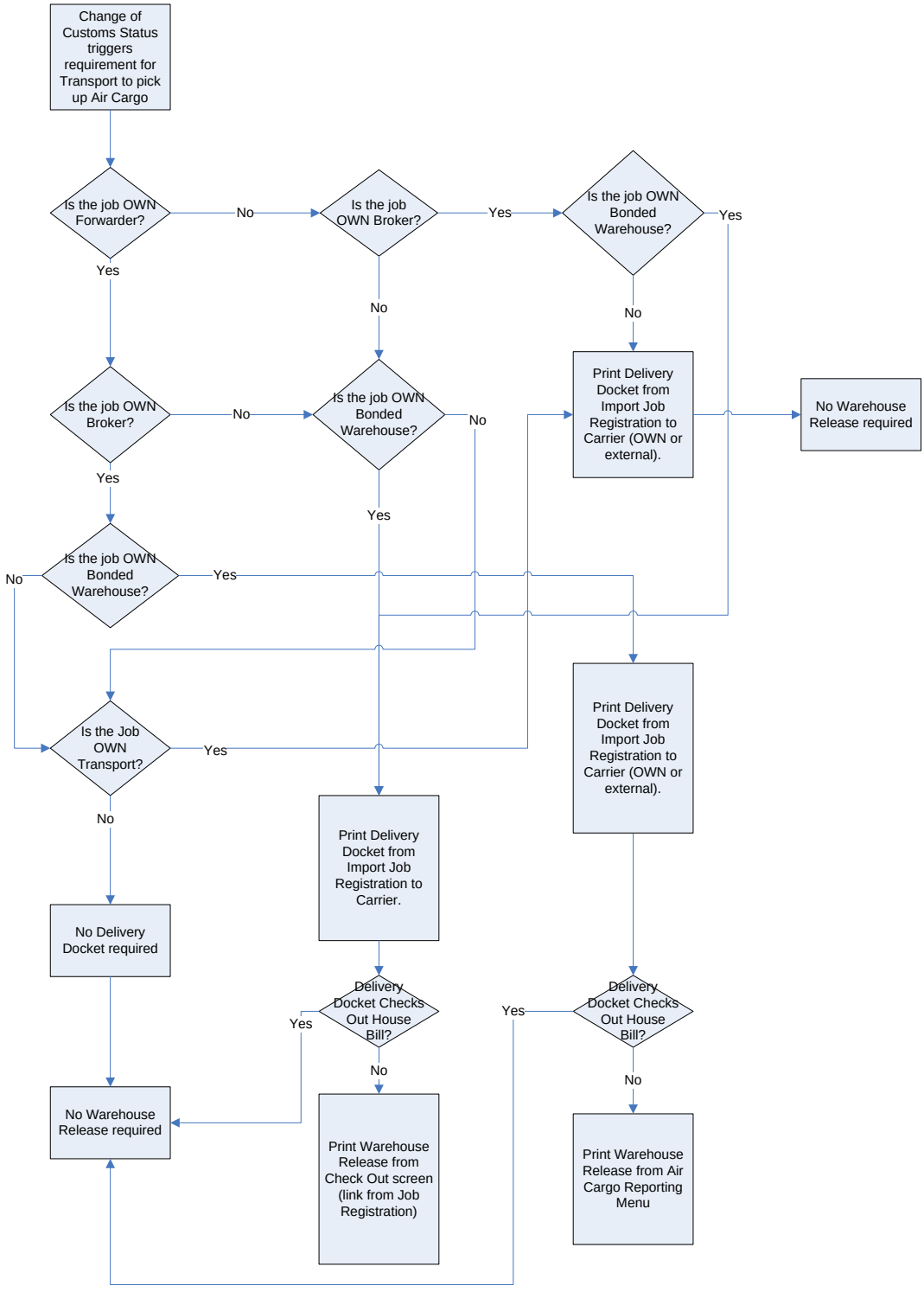
Creation Date: 17/06/2015 10:25

Check-In Date / Time	Days since Check-In	Client	Job No	External Code	Dest Port	HAWB	Pieces	Cargo Status	We Location	Storage Date	Broker
01/04/2014 - 10:25	442					HOUSE1	26		B123		
01/04/2014 - 10:25	442					HOUSE1	26		B123		
28/07/2014 - 10:14	293	DEMONSTRATION COMPANY NAME	DEI0210	DEM-E34568	AUMEL	TESTING123	2		BH2		DEMO TEST BROKER & FORWARDER TEST1 TEST2
28/07/2014 - 10:14	293	DEMONSTRATION COMPANY NAME	DEI0210	DEM-E34568	AUMEL	TESTING123	1		BH1		DEMO TEST BROKER & FORWARDER TEST1 TEST2
27/08/2015 - 13:16	51					HOUSE1	1		AB06		
27/08/2015 - 13:16	51					HOUSE1	1		AB06		
11/09/2015 - 4:38	37	DEMONSTRATION COMPANY NAME	DEI0111	HINTLSHGE	AUMEL	WMC0001	113		C0082	26/08/2015	DEMO TEST BROKER & FORWARDER TEST1 TEST2
11/09/2015 - 4:38	37	DEMONSTRATION COMPANY NAME	DEI0111	HINTLSHGE	AUMEL	WMC0001	113		C0082	26/08/2015	DEMO TEST BROKER & FORWARDER TEST1 TEST2
26/08/2015 - 09:25	53	DEMONSTRATION COMPANY NAME	DEI0111	HINTLSHGE	AUMEL	WMC0001	56		C0081	26/08/2015	DEMO TEST BROKER & FORWARDER TEST1 TEST2
03/09/2015 - 15:48	14	DEMONSTRATION COMPANY NAME	DEI0111	HINTLSHGE	AUMEL	WMC0001	34		C0081	26/08/2015	DEMO TEST BROKER & FORWARDER TEST1 TEST2
03/09/2015 - 11:23	14	DEMONSTRATION COMPANY NAME	DEI0054	ICT_CODE	AUMEL	TEMP0003	2	CLEAR	G081		DEMO TEST BROKER & FORWARDER TEST1 TEST2

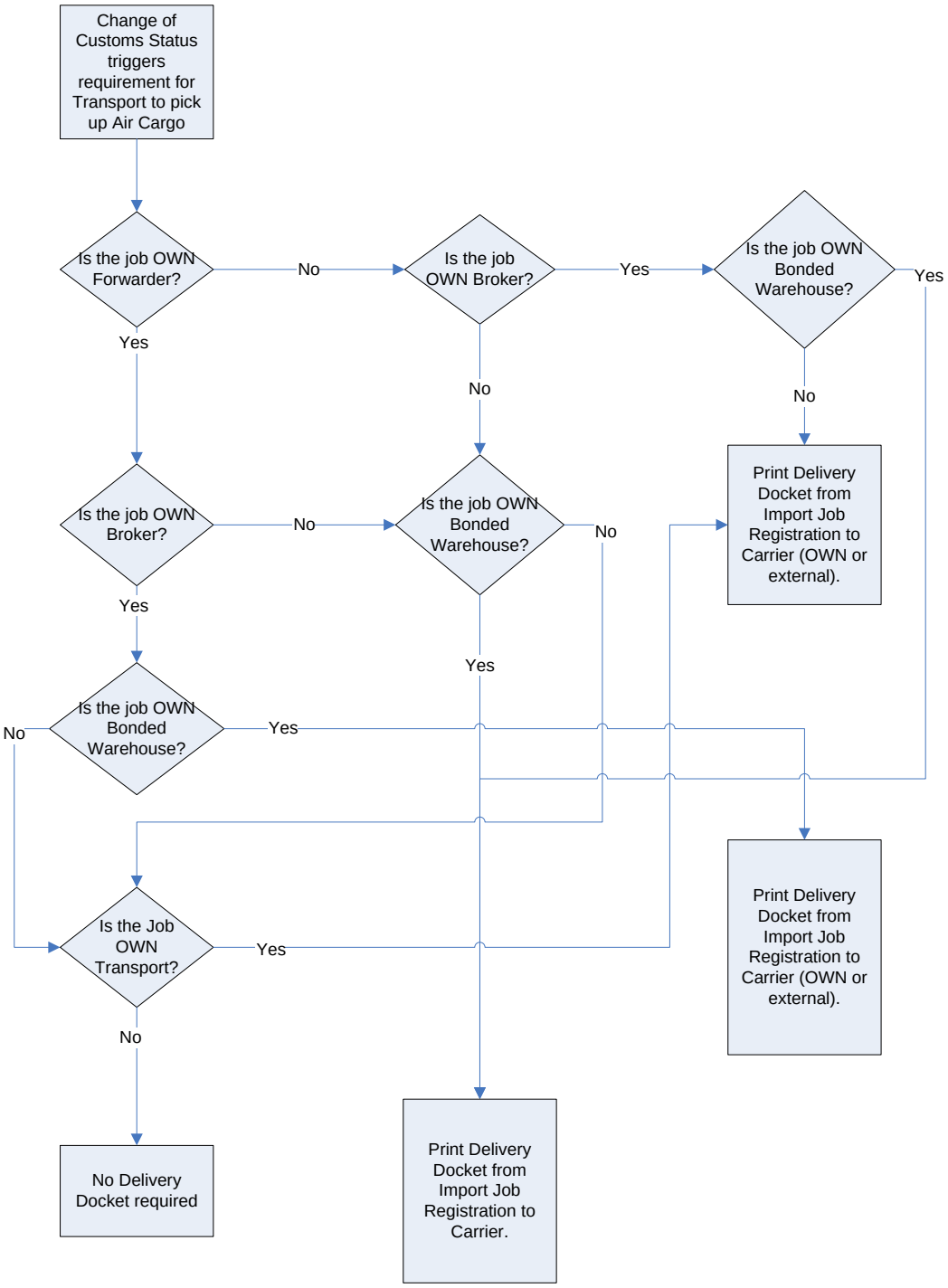
WAREHOUSE CHECK OUT PROCESS

The following workflows show how Expedient determines if pieces are required to be manually checked out or not

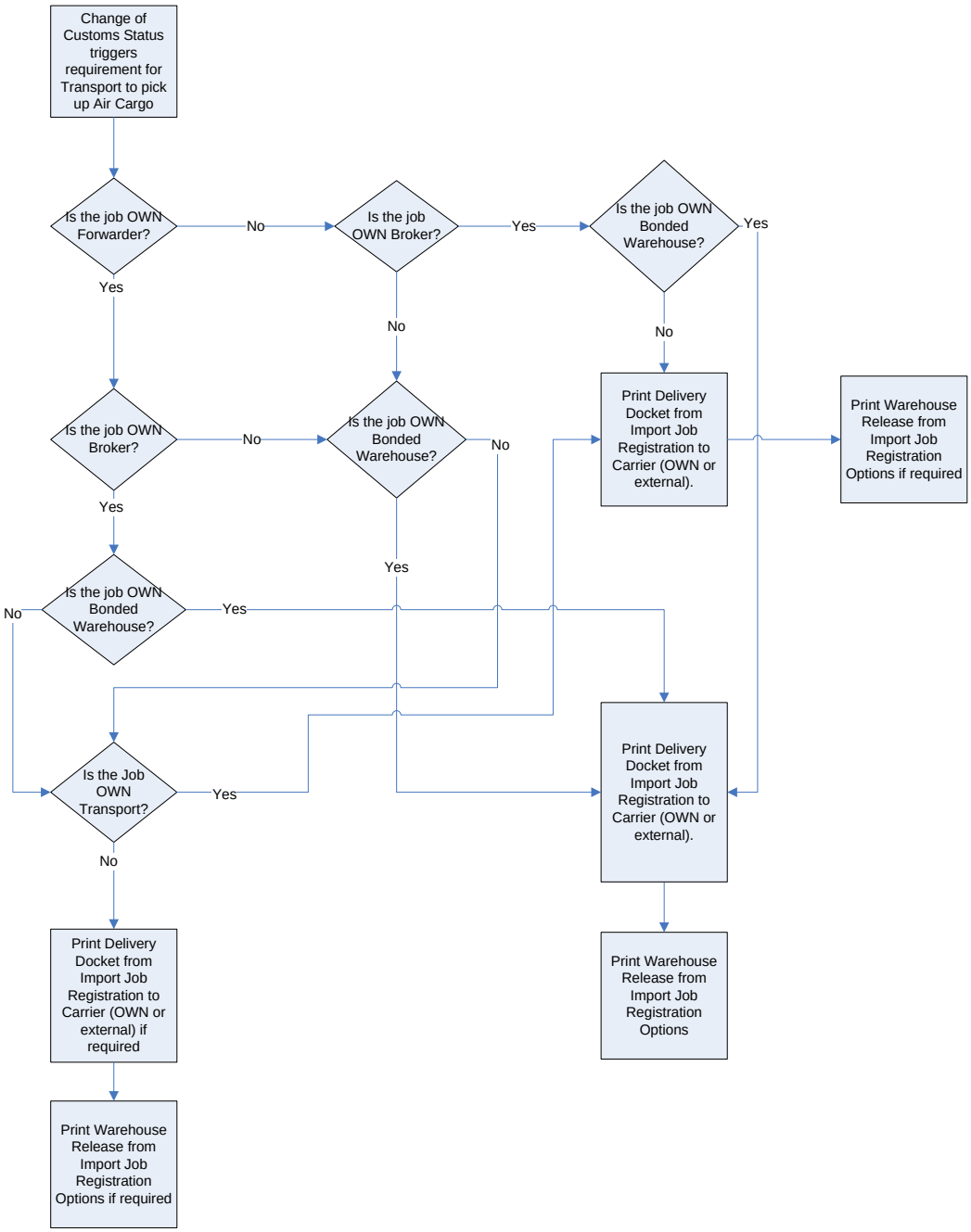
Air Cargo Warehouse with Bin Locations, no Scanning


Change of Customs Status triggers requirement for Transport to pick up Air Cargo
Is the job OWN Forwarder?
No
Is the job OWN Broker?
Yes
Is the job OWN Bonded Warehouse?
Yes
Yes
No
No
Is the job OWN Broker?
No
Is the job OWN Bonded Warehouse?
No
Print Delivery Docket from Import Job Registration to Carrier (OWN or external).
No Warehouse Release required
Yes
Yes
No
Is the job OWN Bonded Warehouse?
Yes
Is the Job OWN Transport?
Yes
Print Delivery Docket from Import Job Registration to Carrier (OWN or external).
No
Print Delivery Docket from Import Job Registration to Carrier.
No Delivery Docket required
Delivery Docket Checks Out House Bill?
Yes
Delivery Docket Checks Out House Bill?
Yes
No
No
No Warehouse Release required
Print Warehouse Release from Check Out screen (link from Job Registration)
Print Warehouse Release from Air Cargo Reporting Menu

Air Cargo Warehouse with Bin Locations with Scanning

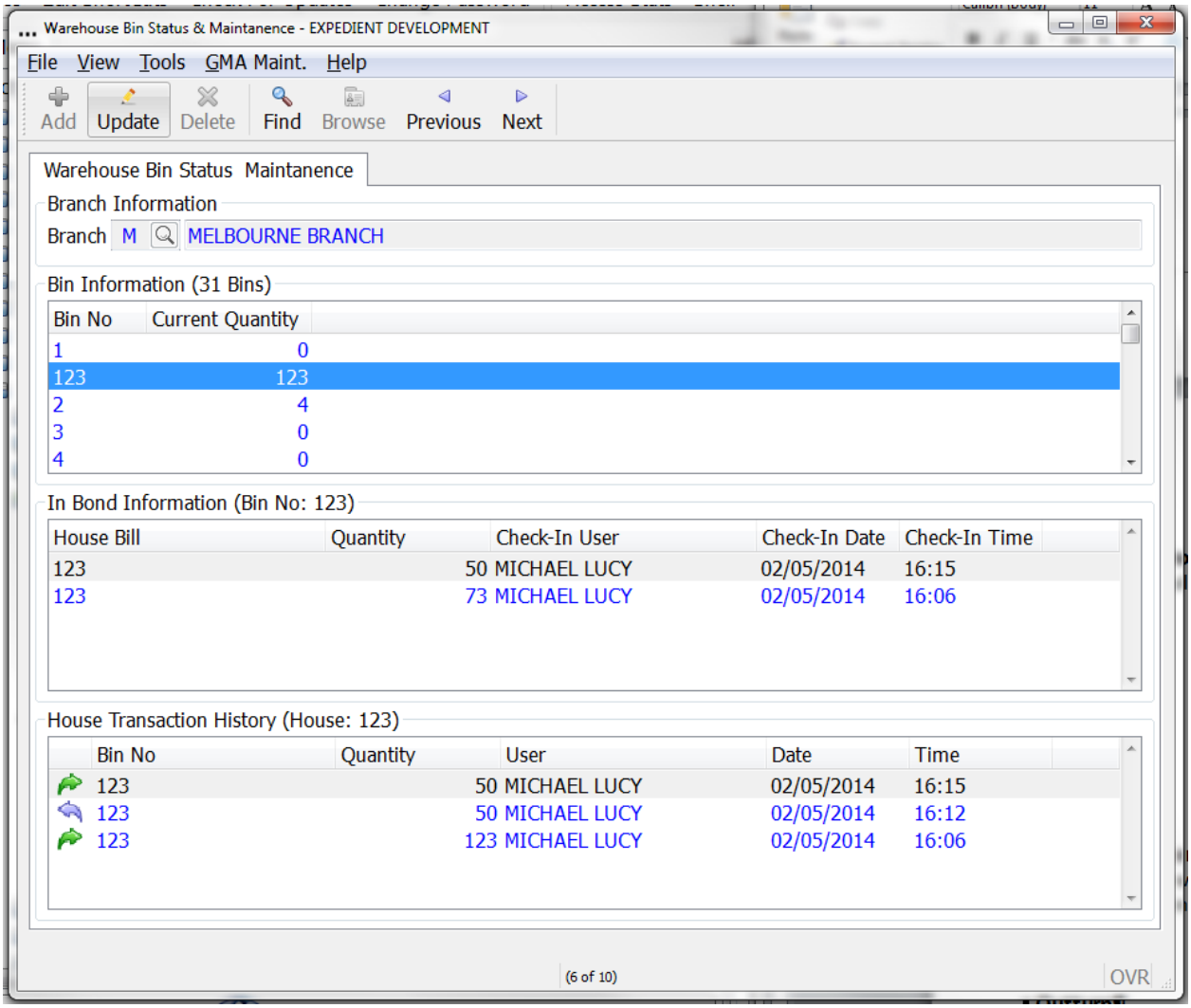


Air Cargo Warehouse with no Bin Locations


Change of Customs Status triggers requirement for Transport to pick up Air Cargo
Is the job OWN Forwarder?
No
Is the job OWN Broker?
Yes
Is the job OWN Bonded Warehouse?
Yes
Yes
No
No
Is the job OWN Broker?
No
Is the job OWN Bonded Warehouse?
No
Print Delivery Docket from Import Job Registration to Carrier (OWN or external).
Print Warehouse Release from Import Job Registration Options if required
Yes
Yes
No
Is the job OWN Bonded Warehouse?
Yes
Is the Job OWN Transport?
Yes
Print Delivery Docket from Import Job Registration to Carrier (OWN or external).
No
Print Delivery Docket from Import Job Registration to Carrier (OWN or external) if required
Print Warehouse Release from Import Job Registration Options
Print Warehouse Release from Import Job Registration Options if required

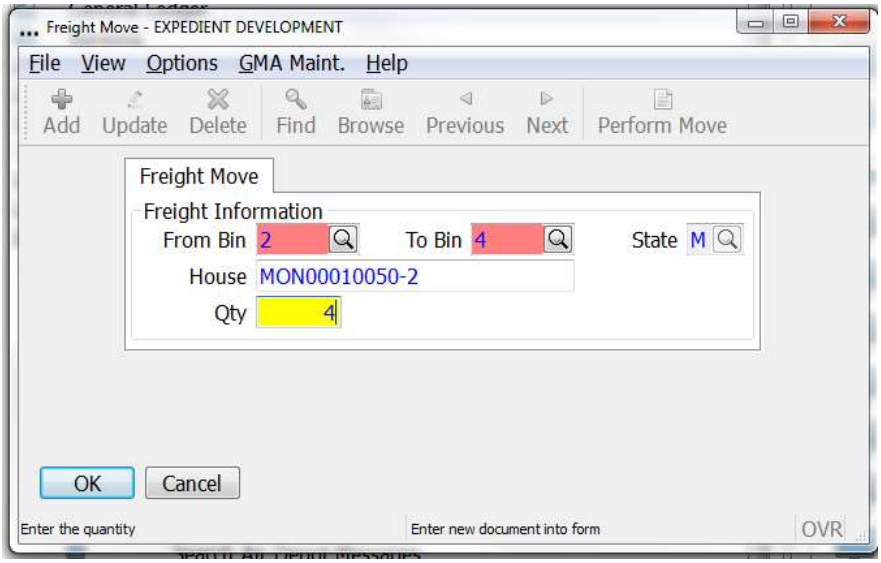
WAREHOUSE BIN STATUS & MAINTENANCE

This allows new warehouse bins at your site to be entered and updated if your site is validating bin locations. Existing bins cannot be updated or deleted if there are quantities currently in the warehouse bin. Click the Update toolbar button to add a new Bin in the Bin Information table, or update a bin with the current quantity is zero.

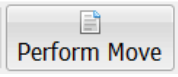

Warehouse Bin Status & Maintanence - EXPEDIENT DEVELOPMENT
File View Tools GMA Maint. Help
Add Update Delete Find Browse Previous Next
Warehouse Bin Status Maintanence
Branch Information
Branch M MELBOURNE BRANCH
Bin Information (31 Bins)
Bin No Current Quantity
1 0
123 123
2 4
3 0
4 0
In Bond Information (Bin No: 123)
House Bill Quantity Check-In User Check-In Date Check-In Time
123 50 MICHAEL LUCY 02/05/2014 16:15
123 73 MICHAEL LUCY 02/05/2014 16:06
House Transaction History (House: 123)
Bin No Quantity User Date Time
123 50 MICHAEL LUCY 02/05/2014 16:15
123 50 MICHAEL LUCY 02/05/2014 16:12
123 123 MICHAEL LUCY 02/05/2014 16:06
(6 of 10)
OVR

FREIGHT MOVE

This function allows you to move freight from one warehouse bin location to another.



Field Name	Description	Validation	Default
From Bin	Enter the Bin Location you are moving freight from. Click on to find the Bin Location code.	Mandatory	Blank
To Bin	Enter the Bin Location you are moving freight to. Click on to find the Bin Location code.	Mandatory	Blank
State	This defaults to your Branch	N/A	User Masterfile
House	Enter the House Bill number for the freight you are moving	Mandatory	Blank
Qty	Enter the quantity of freight on the selected house bill which is to be moved to the new bin location	Mandatory	Total Pieces on the House Bill

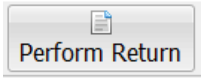
Save the Freight Move then click 

to confirm the move in Expedient. The house bill with be listed in the new bin location within the Warehouse Bin Status and Maintenance screen, within the Job Registration screen for the House Bill and within the Shipment Enquiry screen in the Enquiry>Import Job Status Enquiry screen. The date, time and the user that performed the freight move will be logged in the House Transaction History for the House Bill in the Warehouse Bin Status and Maintenance screen.

FREIGHT RETURN

This function allows you to return freight after check out.

Field Name	Description	Validation	Default
Bin No	Enter the Bin Location you are returning the freight to. Click on to find the Bin Location code.	Mandatory	Blank
State	This defaults to your Branch	N/A	User Masterfile
House	Enter the House Bill number for the freight you are moving	Mandatory	Blank
Qty	Enter the quantity of freight on the selected house bill which is to be returned to the nominated bin location	Mandatory	Total Pieces on the House Bill

Click OK to save the Freight Return then click 

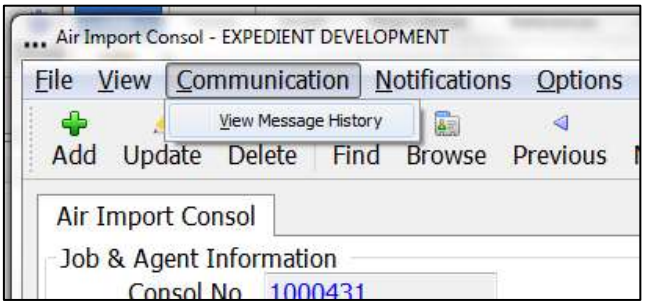
to confirm the return in Expedient. The house bill with be listed in the bin location within the Warehouse Bin Status and Maintenance screen, within the Job Registration screen for the House Bill and within the Shipment Enquiry screen in the Enquiry>Import Job Status Enquiry screen. The date, time and the user that performed the freight return will be logged as an event in the Job Registration screen for the House Bill.

FSU UPDATES

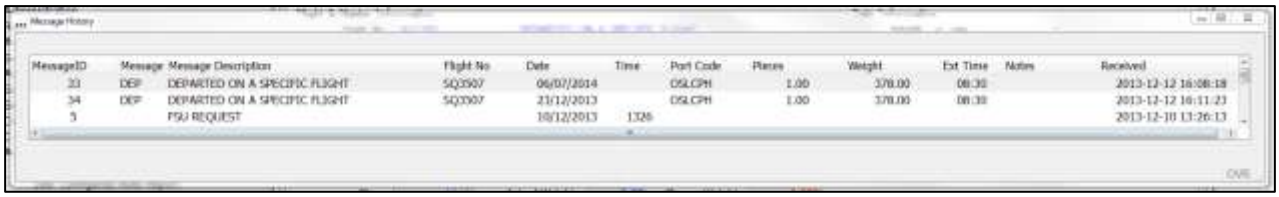
If your site has an account with CCN and the module has been activated by Expedient your site can receive Flight Status Updates from the airline which can be viewed in the Air Import Consol Registration screen.

This module will trigger an automatic request message to CCN to track the Master Bill Number when an Air Cargo Report is successfully lodged. The latest FSU update can be viewed next to the Flight Number in the Air Import Consol Registration screen.

Further details of the FSU update can be viewed through the Communication menu, View Message History option, in Air Import Consol Registration.


Air Import Consol - EXPEDIENT DEVELOPMENT
File View Communication Notifications Options
View Message History
Add Update Delete Find Browse Previous
Air Import Consol
Job & Agent Information
Consol No 1000431

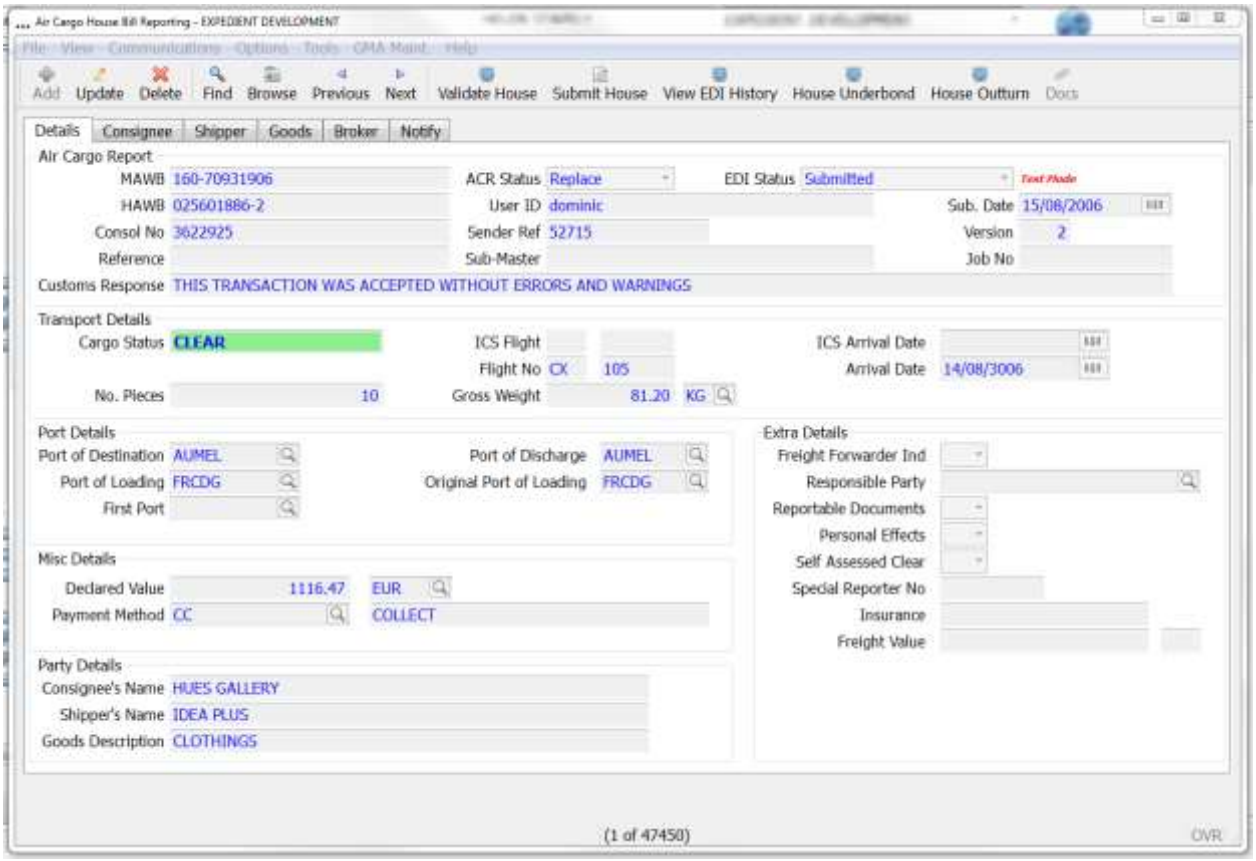
This screen will list the original request to CCN and the subsequent FSU updates received from them with the latest message at the top.



Double click on a row in the screen to view the original message from CCN

Air Cargo House Bill Screen

These records will be automatically created once a Consol and Job(s) have been created (provided Masterbill and House Bill fields have been populated).



Field Name	Description	Validation	Default
MAWB	This is the Master Airway Bill number	Optional	Job registration
EDI Status	The Air Cargo Report Status – This is the internal Status of the Air Cargo House Bill. This can consist of: Create, Replace, Withdraw. This is the Customs EDI Status of Un-Modified Shipments: Not Submitted *Being Submitted FAILED In Progress Submitted OK with Warnings This is the Customs EDI Status of Modified Shipments: Not Submitted *Being Submitted FAILED In Progress Submitted, SINCE MODIFIED OK with Warnings, MODIFIED	System Generated	Customs

Field Name	Description	Validation	Default
User ID	This is the username that created the Sea Cargo House Bill	System Generated	Username
Sub. Date	This is the SCR Creation Date	Mandatory	Today
Sender Ref	This is the Job Number/Submission number	System Generated	Blank
Version	This is the version of the message submitted to Customs	System Generated	Blank
HAWB	This is the House Airway Bill Number	Mandatory	Job Registration
Consol No	This is the Consol number	Mandatory	Job Registration
Reference	This is the reference for the submission	Optional	Blank
Sub-Master	This is the reference for the Sub-Master Airway Bill	Optional	Blank
Job No	This is the job number	System Generated	Job Registration
Customs Response	This is the message received from Customs	System Generated	Customs
Cargo Status	This is the Overall Customs Status for the Sea Cargo Report	Mandatory	Blank
ICS Flight	This is the flight number and airline	Mandatory	Job Registration
ICS Arrival Date	This is the arrival date	Mandatory	Blank
No. of Pieces	This is the number of pieces on the house bill	Mandatory	Job Registration
Gross Weight	This is the gross weight for the house bill and the UOM	Mandatory	Job Registration
Port Destination	This is the Destination Port. Use the to perform a lookup on the ISO Port Masterfile	Mandatory	Blank
Port Discharge	This is the Discharge Port. Use the to perform a lookup on the ISO Port Masterfile	Mandatory	Blank
Port Loading	This is the Load Port. Use the to perform a lookup on the ISO Port Masterfile	Mandatory	Blank
Original Port Load	This is the originating load port. Use the to perform a lookup on the ISO Port Masterfile	Mandatory	Blank
First Port	This is the first port. Use the to perform a lookup on the ISO Port Masterfile	Optional	Blank
Declared Value	This is the declared value for Customs for the house bill	Mandatory	Job Registration
Payment Method	This is the payment method	Mandatory	Job Registration
Consignee's Name	This is the full name of the Consignee	Optional	Job Registration
Shipper's Name	This is the Name and Address Details. Use the to find an alternative Shipper.	Optional	Job Registration
Goods Description	This is the description of the goods	Optional	Job Description
Addresses Tab			
Consignee	This is the Name and Address Details	Mandatory	Job Registration

Field Name	Description	Validation	Default
Shipper	This is the Name and Address Details	Mandatory	Job Registration
Goods			
Goods	This is a description of the goods	Optional	Blank
Extra			
Freight Fowarder Ind	This indicates a freight forwarder	Optional	Blank
Responsible Party	This is the freight forwarder responsible for the submission	Optional	Blank
Reportable Documents	This indicates if there are any reportable documents	Optional	Blank
Personal Effects	This indicates if there are any personal effects associated with this house bill	Optional	Blank
Self-Assessed Clear	This indicates if the self-assessment is clear	Optional	Blank
Special Report No	This is the special Reporter Number	Optional	Blank
Insurance	This is the value for insurance	Optional	Blank
Freight Value	This is the value of the freight followed by the currency	Optional	Blank
Broker Tab			
Broker Details	This is the name, address and contact details for the broker	Optional	Blank
Notify Tab			
Notify Details	This is the name, address and contact details for the notifying party	Optional	Blank

SUBMIT HOUSE

This option provides the ability to submit one ACR House Bill at a time provided the ACR House Bill has not already been submitted. This option is available from the Air Cargo House Bill Reporting screen, toolbar button Submit House. Any errors arising from missing information will be displayed in a separate pop up screen.

After Customs confirm successful submission an email from Customs will be sent to the user who last successful submitted the instruction.

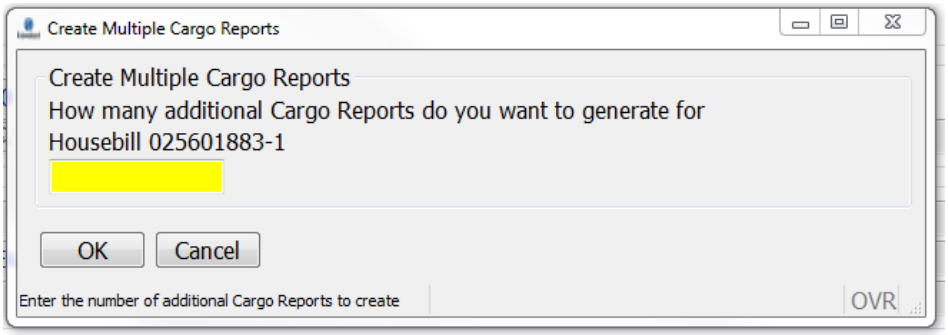
VALIDATE HOUSE

This option provides the ability to validate the information in the ACR House Bill before submission. Use the toolbar button Validate House in the Air Cargo House Bill Reporting screen.

CREATE MULTIPLE AIR CARGO REPORTS

This option provides the ability to quickly create copies of the Air Cargo Report currently on the screen. This function is generally used for Assembly Shipments.

If the Cargo Report on the screen has already been submitted Expedient will show the following prompt


Create Multiple Cargo Reports
Create Multiple Cargo Reports
How many additional Cargo Reports do you want to generate for
Housebill 025601883-1
OK
Cancel
Enter the number of additional Cargo Reports to create
OVR

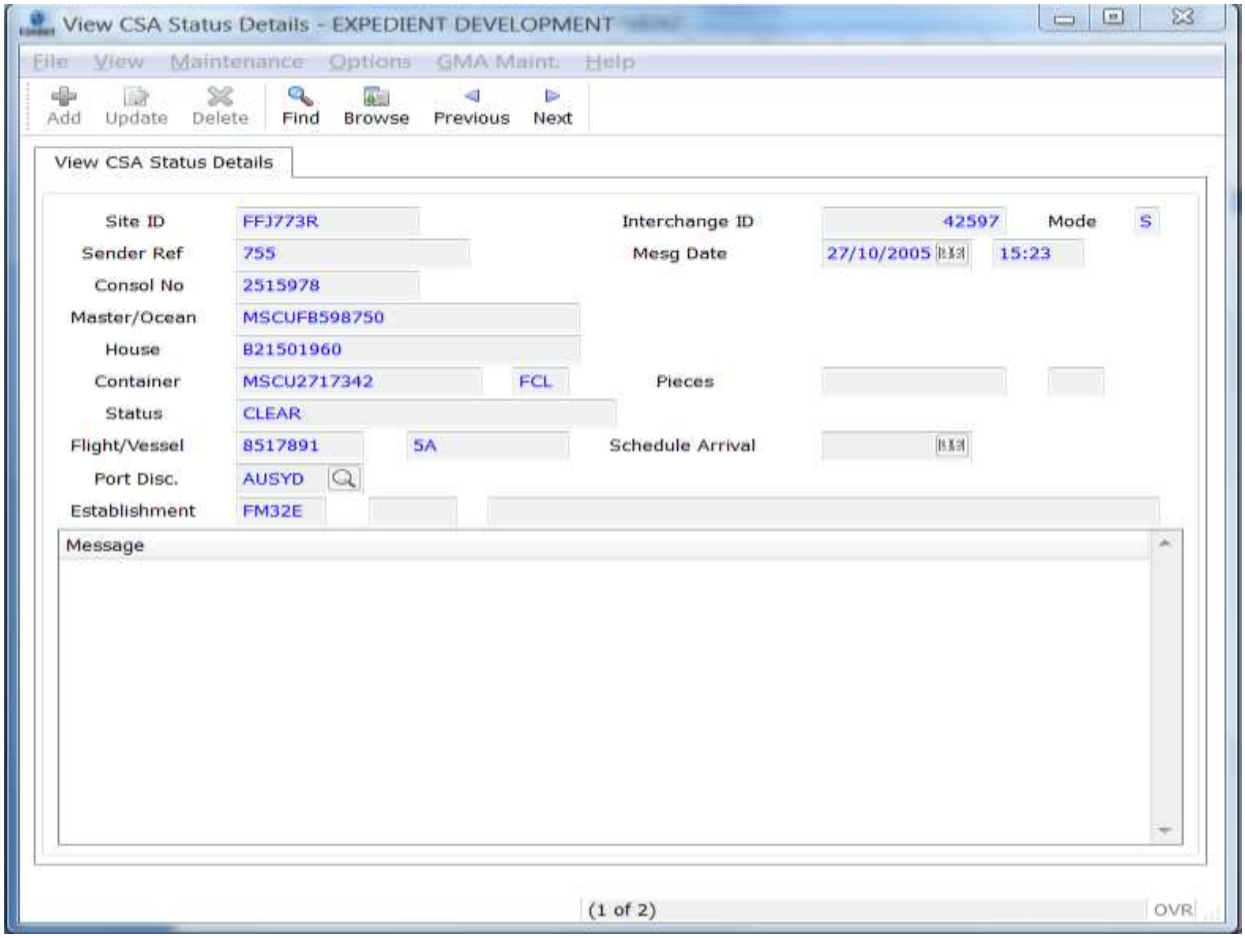
If you continue to create copies of a existing Cargo Report e.g. HOUSE4444, Expedient will not make any changes to the original submitted Cargo Report but it will create three copies and call them HOUSE4444-1, HOUSE4444-2 and HOUSE4444-3. These will be ready to update with the correct Shipper, Consignee and Commodity details to send to Customs.

Use Next to scroll from the original Cargo Report to the new Cargo Reports.

When the Job the Cargo Report is linked to is updated any change to the Job routing information is copied to the linked multiple Cargo Reports only if they have not yet been submitted to Customs.

CUSTOMS STATUS

This screen allows users to see the Customs Status Information including the actual message as sent from Customs.



VIEW RAW MESSAGE

This is the Raw Message that Customs have sent to Expedient.

COMMUNICATION - DELETE LINES

Allows users to Delete Commodity Lines from Cargo Reporting

COMMUNICATION – WITHDRAW HOUSE CARGO REPORT

A withdrawal allows users to withdraw a Cargo Report that has already been successfully submitted to Customs. After Customs confirm successful submission an email from Customs will be sent to the user who last successful submitted the instruction.

COMMUNICATION - RE-INSTATE HOUSE CARGO REPORT

Allocates a new Sender's Reference Number to a withdrawn SCR. This allows users to re-submit to Customs.

VIEW HOUSE EDI HISTORY

This displays all the EDI messages sent and received from Customs associated with the Cargo Reporting

DOCS

This toolbar button will allow you to attach documents relevant to the Sea Cargo House Bill where there is a Job Number associated with the SCR. This button will be not be available where there is no Job Number in the Job Number field.

VIEW HOUSE ERROR DETAILS

This screen displays the Latest Errors/Warnings received from Customs for the ACR House Bills.

UNDERBOND MOVE

Underbond Moves are required by Customs to inform them that you a moving the Freight under Customs Control from one Bond Store to another.

This screen allows users to Submit/Withdraw and View the submission to Customs. It also allows users to view any errors and EDI History.

If multiple Underbond moves a required for the same MAWB, then Expedient allows users to simply add a new Underbond Record. Whilst adding, Expedient offers two buttons, Select Flight and Enter Flight.
The "Select Flight" button will display those flights that Customs have advised the MAWB is on.
The "Enter Flight" button is used when Customs are not forth coming and don't provide the Flight information. Users can manually add a flight for the MAWB.

Auto Underbond Move

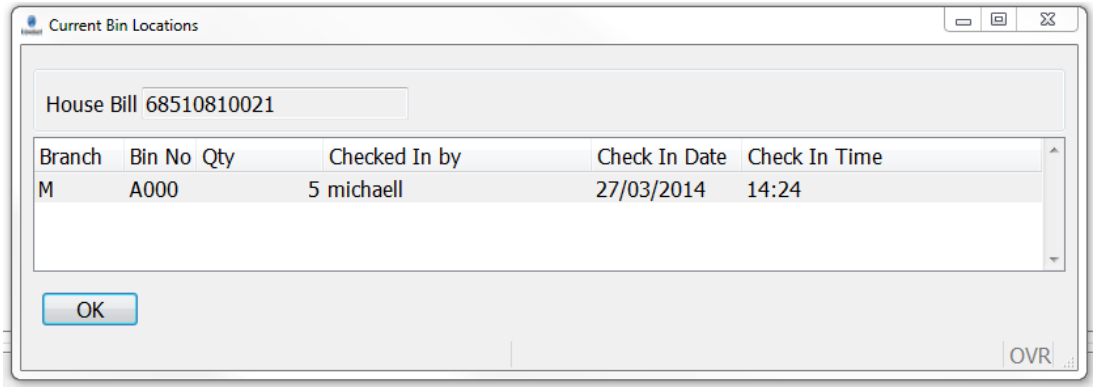
Expedient supports automated Underbond Request messaging to Customs.
When Expedient receives a "SUBUBMOV" from Customs, Expedient automatically triggers the Underbond Move Messages back to Customs using the stored information for each Bond Premise per branch.

AIR UNDERBOND REQUEST

This option is available from the Air Import Job Registration screen and the Customs Job Registration screen, Options menus. This option is available for Air Import jobs where there is no Consol. This option is intended for use where a non-forwarder is required to move the cargo underbond.

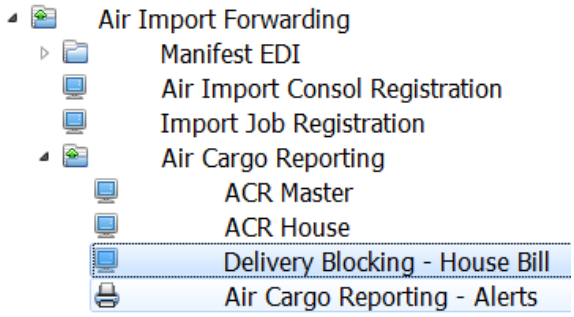
VIEW CURRENT WAREHOUSE BIN LOC.

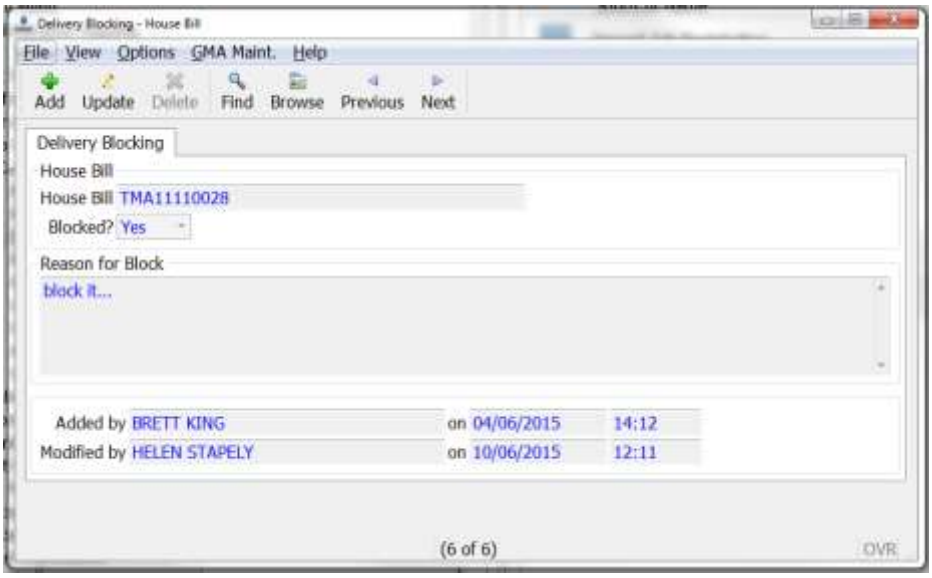
This option is available from the Air Import Job Registration screen and the Customs Job Registration screen, Options menus where your site is storing Bin Locations for Air Cargo.



Delivery Blocking – House Bill

Expedient will allow you to create a block on printing an Air Cargo Delivery Docket and store the reason for doing so. Go to Air Import Forwarding>Air Cargo Reporting>Delivery Blocking – House Bill

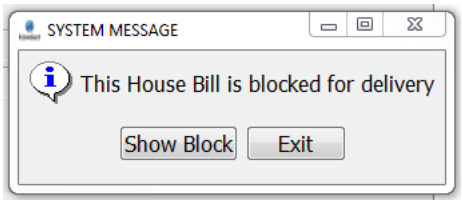




Field Name	Description	Validation	Default
House Bill	Enter the House Bill to be blocked	Mandatory	Blank
Blocked?	This indicates if the block is currently active	Mandatory	Yes
Reason for Block	Enter the reason for blocking delivery of the house bill	Mandatory	Blank
Added by	This is the user who created the delivery block and the date and time the block was created	N/A	System Generated
Modified by	This is the user who last updated the delivery block and the date and time it was updated	N/A	System Generated

Set the Security Access on this screen to ensure that access to Add and Update blocks is restricted. Refer to the Administrator User Manual for information on Security Access.

When a user tries to print or email the Delivery Docket the following message will pop up



Click the 'Show Block' button to see the original Delivery Blocking screen with the reason for the block and the user who added it. If you have Security Access privileges in the Delivery Blocking screen you can remove the block.

Air Cargo Reporting Reports

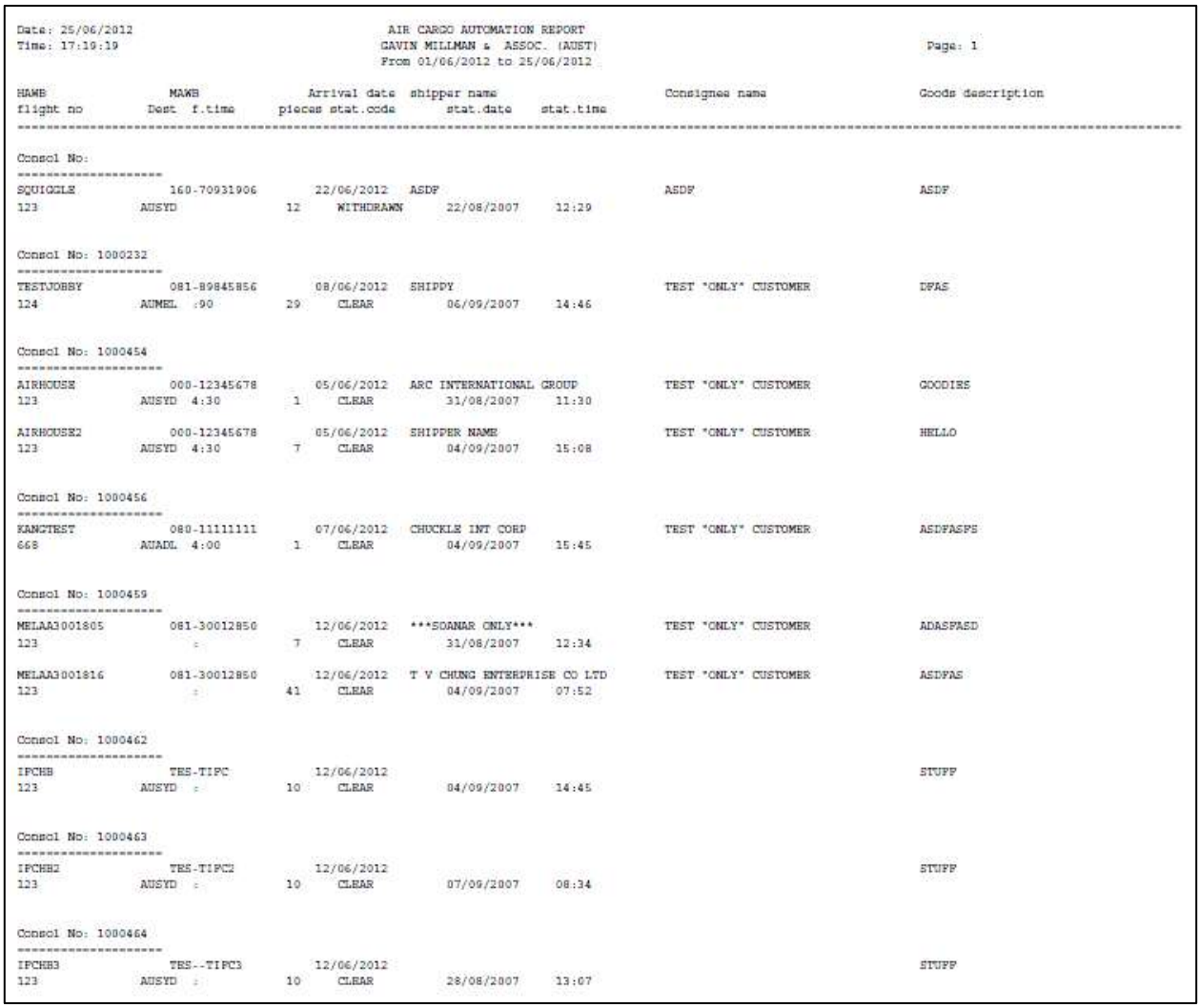
ALERTS

The following Alerts can be reported on via this screen:

1. Cargo Reporting Submitted but with No Customs Status
2. Cargo Reporting Submitted with a FAILED status
3. Cargo Reporting Submitted with a HELD status
4. Cargo Reporting Jobs Listing
5. Groupage not Sub/Failed
6. Exceptions (all non-submitted air cargo reports and failed cargo reports)

ACR STATUS REPORT

This report provides the most recent status for Consols registered within the selected date range.



Date: 25/06/2012 AIR CARGO AUTOMATION REPORT Page: 1
Time: 17:19:19 GAVIN MILLMAN & ASSOC. (AUST)
From 01/06/2012 to 25/06/2012

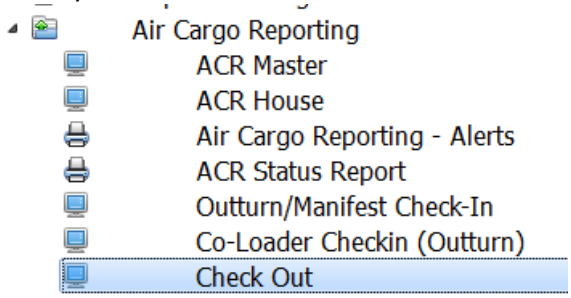
HAWB / flight no	MAWB / Dest	f.time	Arrival date / pieces	shipper name / stat.code	stat.date	stat.time	Consignee name	Goods description
Consol No:								
SQUIGGLE	160-70931906		22/06/2012	ASDF			ASDF	ASDF
123	AUSYD		12	WITHDRAWN	22/08/2007	12:29		
Consol No: 1000232								
TESTJOBBY	081-89845856		08/06/2012	SHIPPY			TEST "ONLY" CUSTOMER	DFAS
124	AUMEL	:00	29	CLEAR	06/09/2007	14:46		
Consol No: 1000454								
AIRHOUSE	000-12345678		05/06/2012	ARC INTERNATIONAL GROUP			TEST "ONLY" CUSTOMER	GOODIES
123	AUSYD	4:30	1	CLEAR	31/08/2007	11:30		
AIRHOUSE2	000-12345678		05/06/2012	SHIPPER NAME			TEST "ONLY" CUSTOMER	HELLO
123	AUSYD	4:30	7	CLEAR	04/09/2007	15:08		
Consol No: 1000456								
KANGTEST	080-11111111		07/06/2012	CHUCKLE INT CORP			TEST "ONLY" CUSTOMER	ASDFASFS
668	AUADL	4:00	1	CLEAR	04/09/2007	15:45		
Consol No: 1000459								
MELAA3001805	081-30012850		12/06/2012	***SDANAR ONLY***			TEST "ONLY" CUSTOMER	ADASFASD
123	:		7	CLEAR	31/08/2007	12:34		
MELAA3001816	081-30012850		12/06/2012	T V CHUNG ENTERPRISE CO LTD			TEST "ONLY" CUSTOMER	ASDFAS
123	:		41	CLEAR	04/09/2007	07:52		
Consol No: 1000462								
IPCHB	TES-TIPC		12/06/2012					STUFF
123	AUSYD	:	10	CLEAR	04/09/2007	14:45		
Consol No: 1000463								
IPCHB2	TES-TIPC2		12/06/2012					STUFF
123	AUSYD	:	10	CLEAR	07/09/2007	08:34		
Consol No: 1000464								
IPCHB3	TES--TIPC3		12/06/2012					STUFF
123	AUSYD	:	10	CLEAR	28/08/2007	13:07		

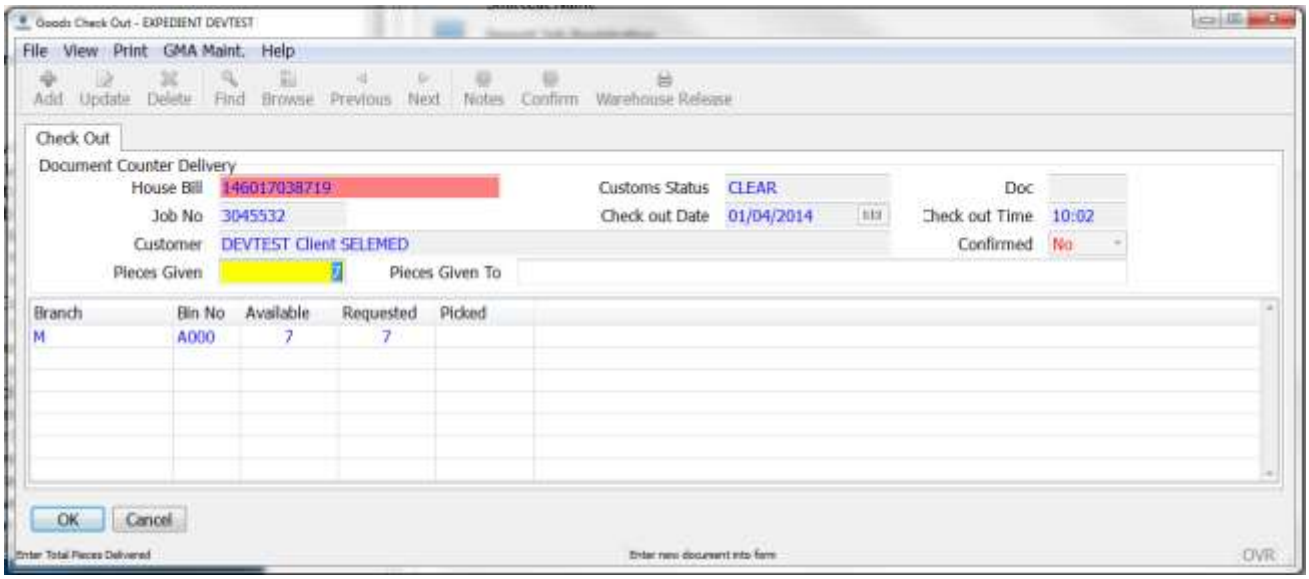
This report is also available as a Monthly and Quarterly AutoReport from the Automatic Reports folder – MTHCMRACR and QTACMRACR.

Consol No	HAWB	MAWB	Arrival date	shipper name	Consignee name	Goods description	flight no	Dest	f.time	pieces	stat.code	stat.date	stat.time
3701346	081-78747222	000-996666	25/06/2012		DEMONSTRATION CUSTOMER		3	AUMEL		1	CLEAR	10/11/2006	10:59
3701346	HOUSE1	000-996666	25/06/2012	DEMCON SUPPLIER	DEMONSTRATION CUSTOMER	GOODS	3	AUMEL		23	CLEAR	8/11/2006	10:14
3701346	HOUSEBELLTEST01AAAB	000-996666	25/06/2012	DEMCON SUPPLIER	DEMONSTRATION CUSTOMER	GOODSDESC	3	AUMEL		1	CLEAR	7/11/2006	16:44
7000009	TEST_KANGH	TES-_KANGM	25/06/2012	ALKSJD	ASDFACCC	GOOD 1	123	AUSYD		123	CLEAR	18/10/2006	12:09
7000010	TEST_KANG1	TES-_KANG1	25/06/2012	ALKSJD	ASDFACCC	GOOD 1	123	AUSYD		123	CLEAR	17/10/2006	15:03

Check Out

This screen is available within the Air Cargo Reporting folder to log releases of air cargo to drivers if your site stores Warehouse Bin Locations and your site does not use Scanners





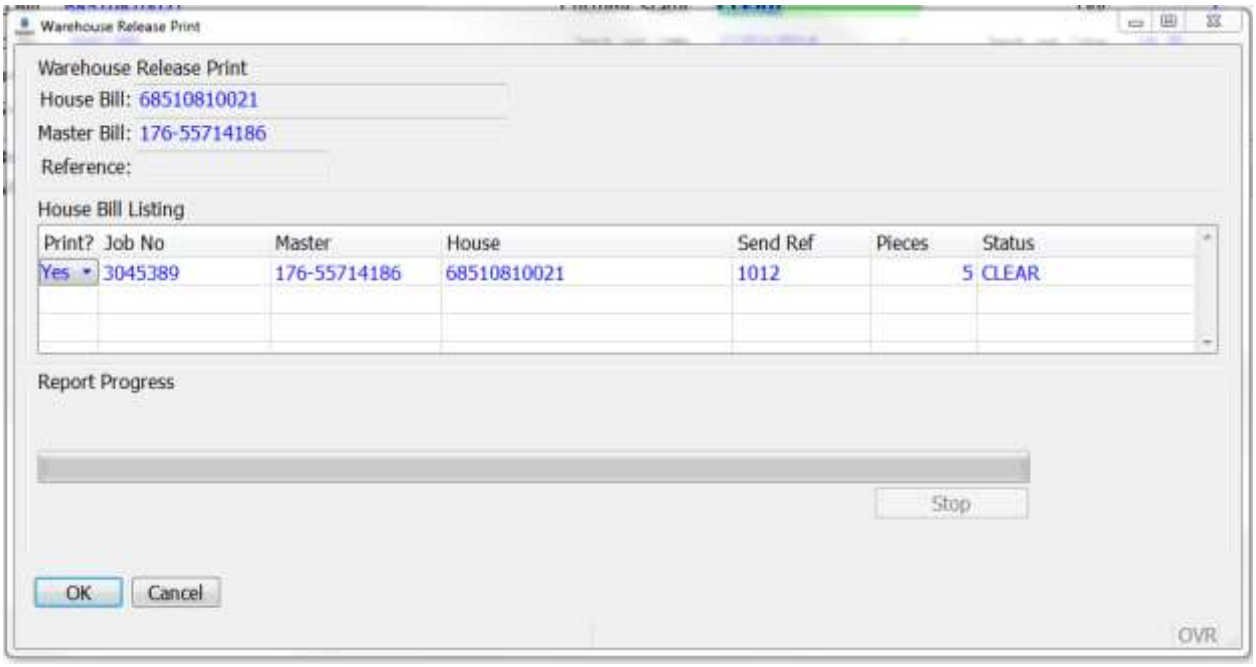
Field Name	Description	Validation	Default
House Bill	Enter the House Bill for release	Mandatory	Blank
Customs Status	This is the current Customs status for the House Bill	N/A	Customs
Doc	This is the system reference for the Check Out	N/A	System Generated
Job No	This is the Job Number associated with the House Bill	N/A	Job Registration
Check Out Date	This is the date of the Check Out	Date	Today
Check Out Time	This is the time of the Check Out	Time	Now
Customer	This is the client for the House Bill	N/A	Job Registration
Confirmed	This indicates if the House Bill cargo has left the Bond Store. Set the Confirmed flag to Yes by using the Confirm toolbar button.	N/A	No

Field Name	Description	Validation	Default
Pieces Given	This is the number of pieces provided to the driver	Mandatory	Arrived Pieces
Pieces Given To	This is the name of the driver collecting the house bill	Optional	Blank
Branch	This is the branch associated with the house bill	N/A	Job Registration
Bin No	This is the Bin Location code	N/A	Check In
Available	This is the number of pieces of the House Bill at the Bin Location	N/A	Check In
Requested	This is the number of pieces to be given to the Driver from the Bin Location	Mandatory	Pieces Given
Picked	On Confirmation of the release the number of pieces picked will match the pieces given	N/A	System Generated

Print Warehouse Release

This option provides an 'Authority to Release' form for selected House Bills. Printing of the House Bill is only permitted where the Customs Status is CLEAR, CLEARHRM, CONDCLEAR, SUBUBMOV or TRANSHIP. The form cannot be printed if there is no Customs Status or if the Status is HELD or UNDERBOND APPROVAL RESCINDED.

This document is available from the Air Cargo Reporting folder, or from within the Check Out screen as a toolbar button if your site is storing Bin Locations.



Field Name	Description	Validation	Default
House Bill	Enter the House Bill if only one House Bill requires a Release	Optional	Blank
Master Bill	Enter the Master Bill to print Releases for multiple House Bills	Optional	Blank
Reference	Enter a reference to search on	Optional	Blank
House Bill Listing	The House Bills found matching the search criteria are listed here. Select which House Bills to print releases for by selecting Yes or No in the Print? Column	N/A	System Generated

If you site is storing Bin Locations these will be included on the Warehouse Release document. Generating this document will provide a 'WRA' event for the Job.

Expedient

TA Devtest Logistics Pty Ltd
A.B.N. 20 079 873 626

281 Buckley Street
Essendon VIC 3040
PH:+61 3 93313900
FAX:+61 3 93313075
www.gmaaust.com.au

DATE: 01/04/2014
HAWB/HBL: 146017039719
MAWB/MBL: 086-16963549
Total PCES: 7
WEIGHT: 52.000
Goods Description: GOODS

WAREHOUSE RELEASE AUTHORITY

ACS Status: CLEAR

Consignee:

Release Authorised By: HELEN STAPELY

Bin Locations	Qty	Comment	Bin Locations	Qty	Comment
A003	7				

RECEIVED FROM WAREHOUSE FACILITY

TOTAL SHIPMENT AS PER HAWB SIGNED FOR IN GOOD ORDER AND CONDITION

Warehouse Staff Signature

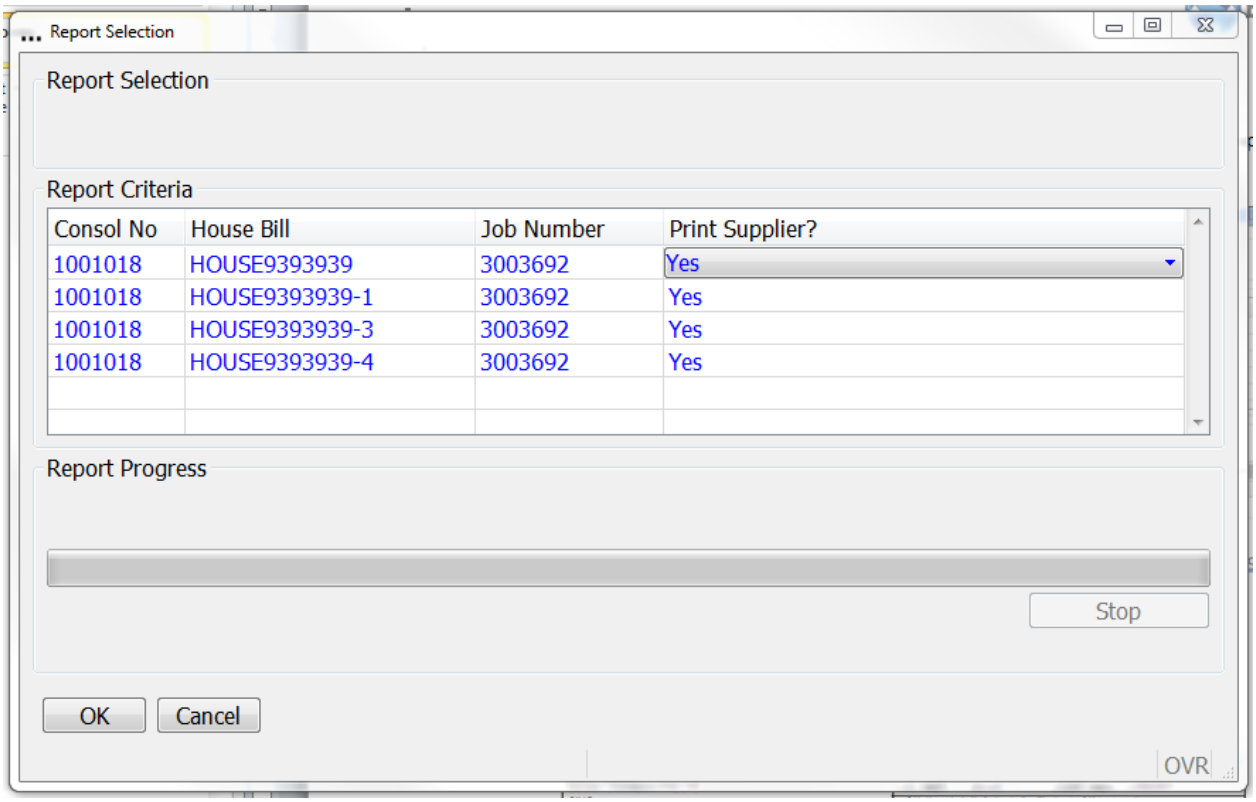
Signed:
Name:
Registration: ID Ref#
Time: Date:
Company:
Total Pieces:

Document Printed: 01/04/2014 10:10:59

Notifications

ARRIVAL NOTICE/DELIVERY ORDER

This option is located under the Notifications Toolbar. The Arrival Notice gives the user the option to print the charges. The Delivery Order gives the option to print the Supplier.



EXPEDIENT SOFTWARE
PH:(03) 9354 1112
FAX:(03) 9354 2223
www.gmsaust.com.au

PDF Viewer is now full screen. Exit full screen (Esc)

DATE: 05/06/2014

FCL ARRIVAL NOTICE

SUPPLIER	OUR REF: VIS 1001543 CUST REF:
BUSAK SHAMBAN PTE LTD SING	CC REF: 3003979 Subject to our standard trading terms and conditions, copy available upon request.
CONSIGNEE	**CARGO AVAILABLE FROM**
DEMONSTRATION & COMPANY 12 17 SOUTHAMPTON STREET FOOTSCRAY VIC 3011	TEL:
NOTIFY PARTY	**DEHIRE DEPOT**
TEST BROKER & FORWARDER 281 BUCKLEY STREET VIC 3040	

OCEAN VESSEL / VOYAGE / LLOYD'S NO	OCEAN BILL OF LADING	HOUSE BILL OF LADING
ANL WANGARATTA 053S 9334167	01234567899876543210	MYHOUSE3468

LOAD PORT / LOAD DATE	DISCHARGE PORT / DATE	FINAL DESTINATION / ARRIVAL DATE
MELBOURNE 29/05/2014	PERTH 23/05/2014	MELBOURNE 23/05/2014

MARKS & NOS.	PKGS	DESCRIPTION OF GOODS	GR WGHT	MEAS.
	10		10.00 KG	10.000 M3

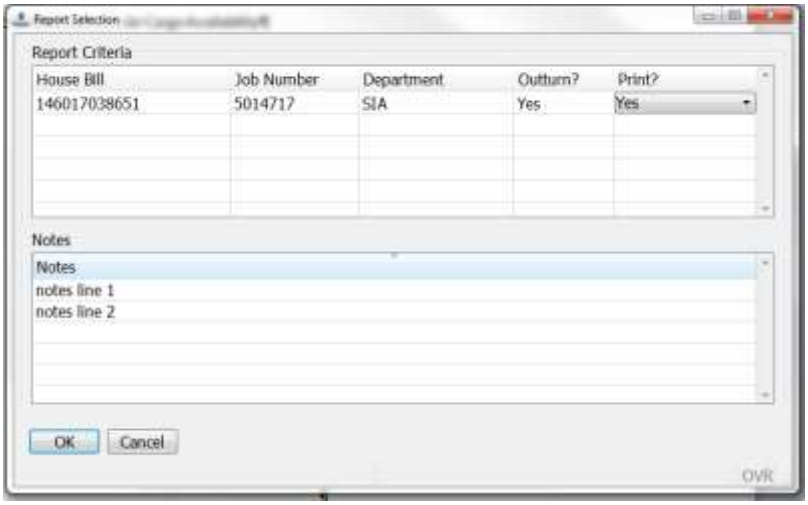
ORIGINAL REQUIRED

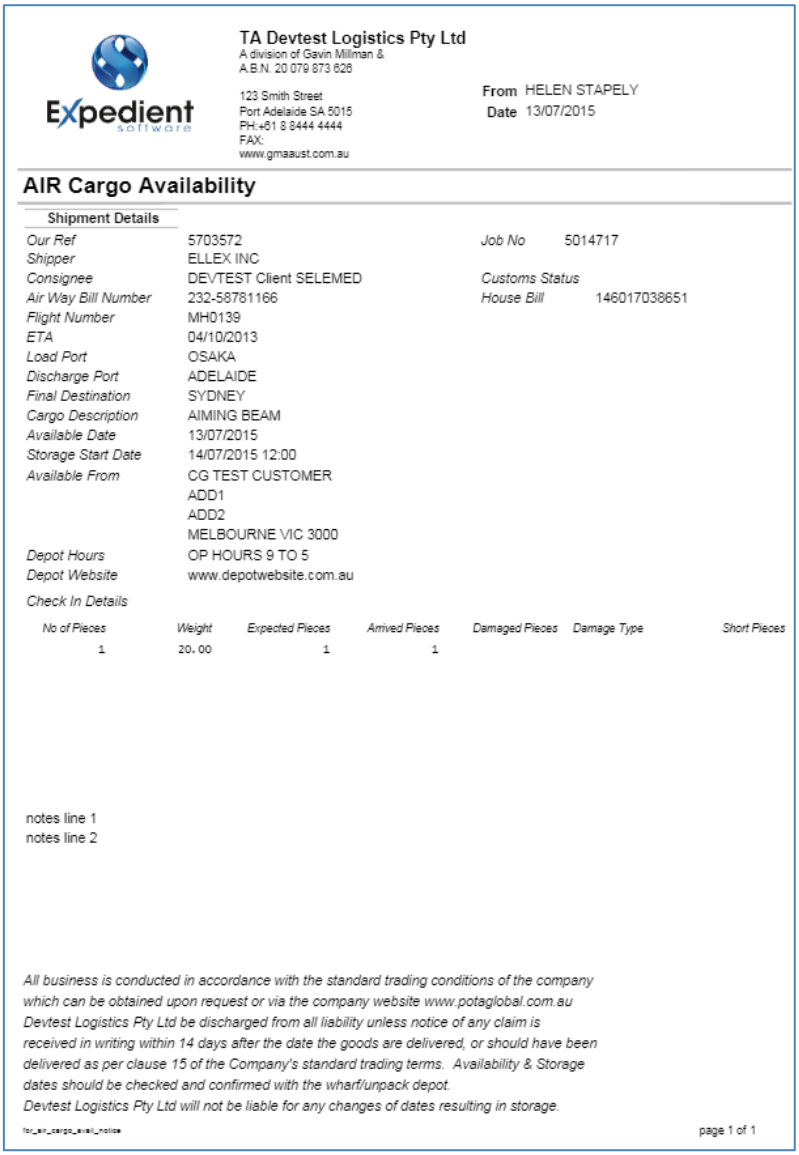
CONTAINER	TYPE	SEAL NO	CONTAINER	TYPE	SEAL NO
MEU7153535 35	20' GENERAL CONTAINER				

AIR CARGO AVAILABILITY NOTIFICATION

This screen will list all the House Bills on the Job where a Manifest Outturn has been submitted. Add notes to print on the document if required.

If there are multiple house bills on the job a notification per house bill will be generated.





TA Devtest Logistics Pty Ltd
A division of Gavin Millman &
A.B.N. 20 079 873 626

123 Smith Street
Port Adelaide SA 5015
PH:+61 8 8444 4444
FAX:
www.gmaaust.com.au

From HELEN STAPELY
Date 13/07/2015

AIR Cargo Availability

Shipment Details

Our Ref	5703572	*Job No*	5014717
Shipper	ELLEX INC		
Consignee	DEVTEST Client SELEMED	*Customs Status*	
Air Way Bill Number	232-58781166	*House Bill*	146017038651
Flight Number	MH0139		
ETA	04/10/2013		
Load Port	OSAKA		
Discharge Port	ADELAIDE		
Final Destination	SYDNEY		
Cargo Description	AIMING BEAM		
Available Date	13/07/2015		
Storage Start Date	14/07/2015 12:00		
Available From	CG TEST CUSTOMER ADD1 ADD2 MELBOURNE VIC 3000		
Depot Hours	OP HOURS 9 TO 5		
Depot Website	www.depotwebsite.com.au		

Check In Details

No of Pieces	*Weight*	*Expected Pieces*	*Arrived Pieces*	*Damaged Pieces*	*Damage Type*	*Short Pieces*
1	20.00	1	1			

notes line 1
notes line 2

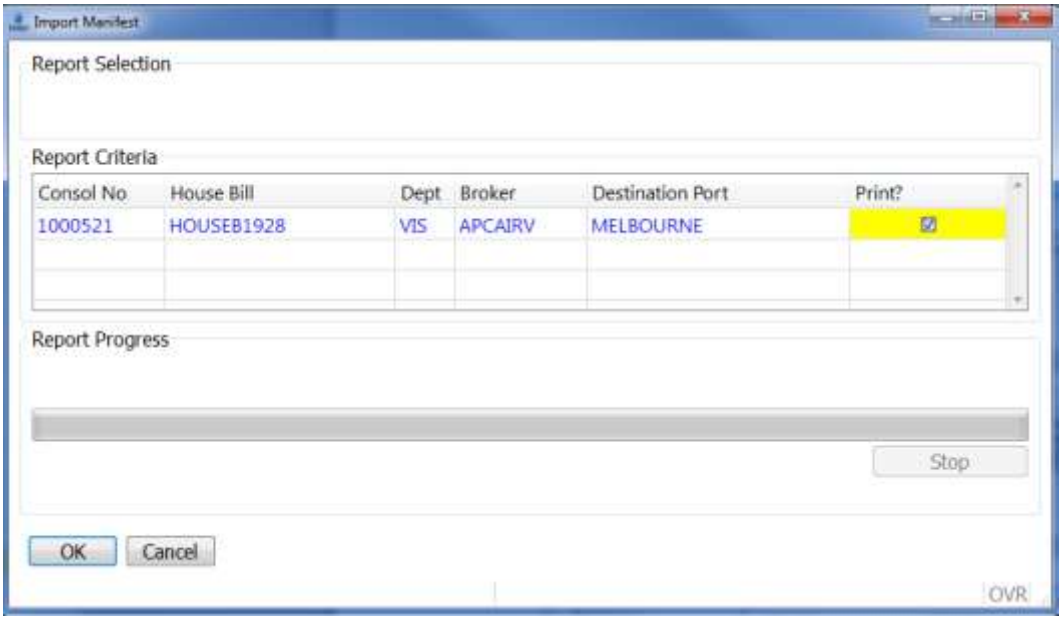
All business is conducted in accordance with the standard trading conditions of the company which can be obtained upon request or via the company website www.potaglobal.com.au Devtest Logistics Pty Ltd be discharged from all liability unless notice of any claim is received in writing within 14 days after the date the goods are delivered, or should have been delivered as per clause 15 of the Company's standard trading terms. Availability & Storage dates should be checked and confirmed with the wharf/unpack depot. Devtest Logistics Pty Ltd will not be liable for any changes of dates resulting in storage.

tor_air_cargo_avail_notice

page 1 of 1

PRINT MANIFEST

The Print Manifest is available from the Notifications menu and from the toolbar button in the Consol screen.



Import Seafreight Manifest

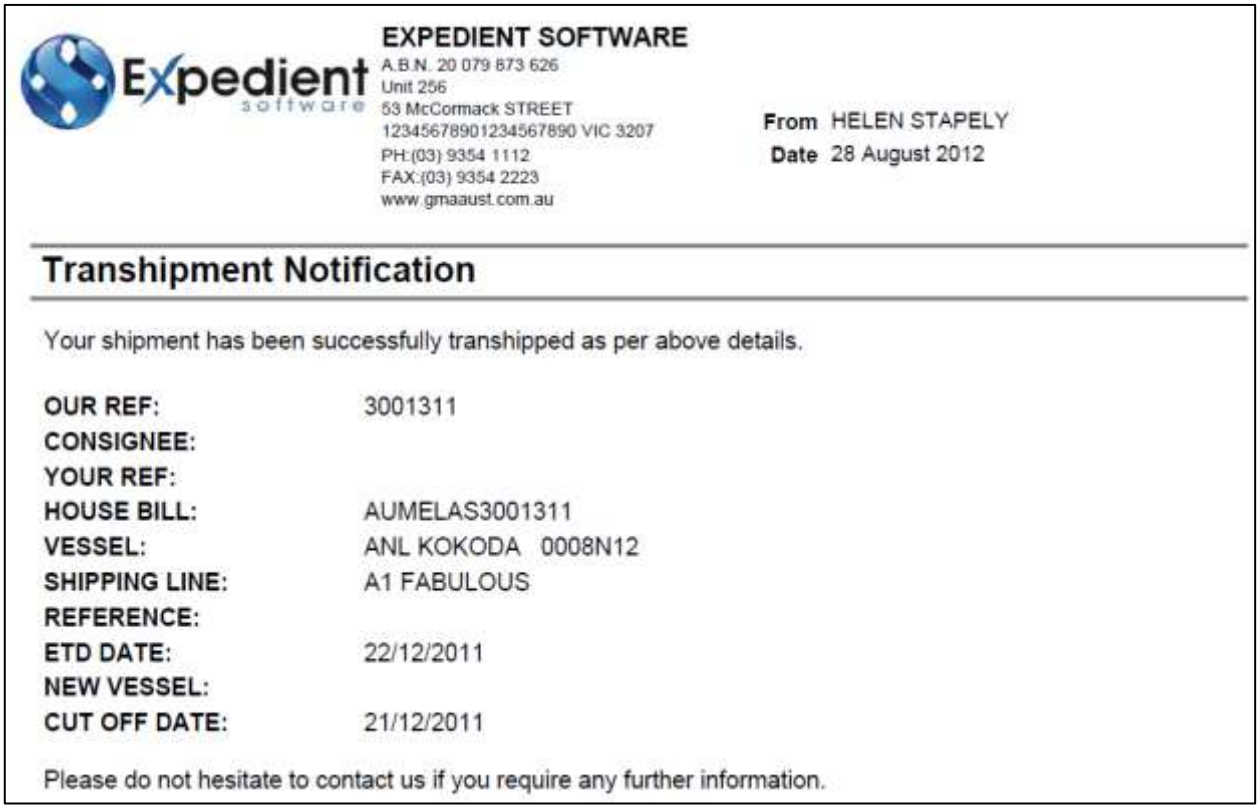
Consol No: 1000283 VIS
E.T.A: 28/08/2011
Vessel: ANL KOKODA 0008S
Lloyds: 9117777
Port Load: PORT MORESBY
Port Disc: MELBOURNE
M/Bill: 555

EXPEDIENT SOFTWARE
A.B.N. 20 079 873 626
Unit 256
53 McCormack STREET
12345678901234567890 VIC 3207
PH:(03) 9354 1112
FAX:(03) 9354 2223
www.gmaaust.com.au

H. Bill No/ Job No/ Containers	Shipper / Consignee	Marks & Nos.	Pkgs	Commodity	Kgs.	Cbm.
HOUSEBILL 3001518	BUSAK SHAMBAN PTE SINGAPORE TEST ONLY PO BOX 156 ESSENDON VIC 3040	MARKS AND NUMBER	1 BAG	GOODS ORIGINAL REQUIRED	2.00	3.000
HOUSEBILL3 3001351 10207891	AMIGO TRADING SG TEST ONLY PO BOX 156 ESSENDON VIC 3040		4	 ORIGINAL REQUIRED	5.00	4.000
		Totals: 5			7.00	7.000

PRINT TRANSHIPMENT NOTIFICATION

The Print of the Transhipment Notification is available under the Notifications Toolbar.



EXPEDIENT SOFTWARE
A.B.N. 20 079 873 626
Unit 256
53 McCormack STREET
123456789012345678901 VIC 3207
PH:(03) 9354 1112
FAX:(03) 9354 2223
www.gmaaust.com.au

From HELEN STAPELY
Date 28 August 2012

Transhipment Notification

Your shipment has been successfully transhipped as per above details.

OUR REF:	3001311
CONSIGNEE:	
YOUR REF:	
HOUSE BILL:	AUMELAS3001311
VESSEL:	ANL KOKODA 0008N12
SHIPPING LINE:	A1 FABULOUS
REFERENCE:	
ETD DATE:	22/12/2011
NEW VESSEL:	
CUT OFF DATE:	21/12/2011

Please do not hesitate to contact us if you require any further information.

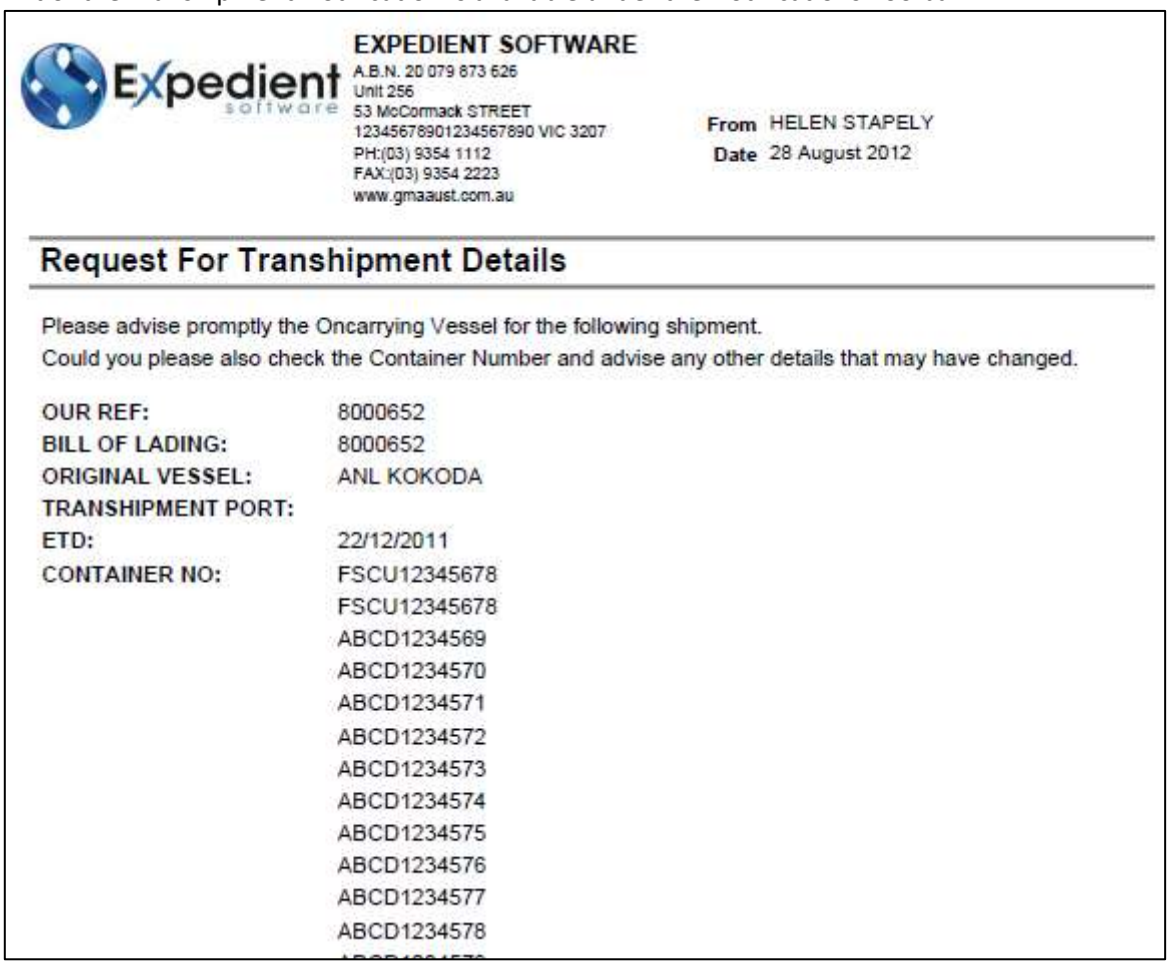
Please note this document will default to send to the Client Import Notification contacts if the Broker for the Job is an OWN company.

DOCUMENTS AVAILABLE NOTICE

The Documents Available Notice is to notify the Broker that you have Documents ready for collection. The document is available from the import job registration screen, through Notifications -> Documents Available Notification. This document will list any documents that you have marked as 'Received' in the Documents Screen for that job. The default recipients for the document are any personnel set up in the broker's masterfile for all documents or Import notifications. This can be changed, in the print menu, before the document is sent.

PRINT TRANSHIPMENT REQUEST

The Print of the Transhipment Notification is available under the Notifications Toolbar.



EXPEDIENT SOFTWARE
A.B.N. 20 079 873 626
Unit 256
53 McCormack STREET
12345678901234567890 VIC 3207
PH:(03) 9354 1112
FAX:(03) 9354 2223
www.gmaaust.com.au

From HELEN STAPELY
Date 28 August 2012

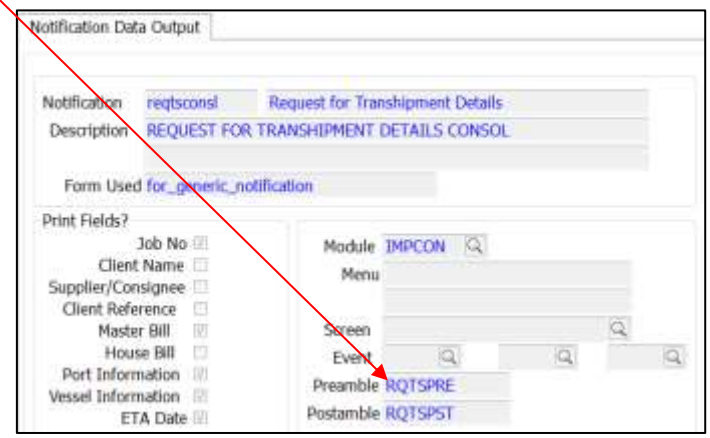
Request For Transhipment Details

Please advise promptly the Oncarrying Vessel for the following shipment.
Could you please also check the Container Number and advise any other details that may have changed.

OUR REF:	8000652
BILL OF LADING:	8000652
ORIGINAL VESSEL:	ANL KOKODA
TRANSHIPMENT PORT:	
ETD:	22/12/2011
CONTAINER NO:	FSCU12345678
	FSCU12345678
	ABCD1234569
	ABCD1234570
	ABCD1234571
	ABCD1234572
	ABCD1234573
	ABCD1234574
	ABCD1234575
	ABCD1234576
	ABCD1234577
	ABCD1234578

Please Note: The Pre-Ample and Post-Amble information is found in the Administration Menu under Company Details Menu/ Generic Notifications and Input Terms Printouts.

The below Generic Notification Screen shows the Transhipment Notification with the Pre and Post Amble information.



In the Input Terms Screen, search for the two codes. Once you have found this, then users can alter this information:

Input Terms
Trading As
Terms Code RQTSPRE
Printed Document REQUEST TRANSHIPMENT
Document Description
PRE AMBLE FOR REQUEST FOR TRANSHIPMENT FROM CONSOL
Max Length 110
Max Lines 5
Last Updated 10/01/2012
by User michaell
Please also check the CONTAINER NUMBER and advise of any other details that may have changed
when transhipped.

Forwarding Reports

Master Forwarding Report

This report allows users to choose up to 11 different reports. These reports are listed below:

- Jobs by O/S Agent - Detail
- Jobs List by Client – Detail
- Consol by O/S Agent
- No. HBLs Year by Year
- Volume – Consignee Order
- Volume – Country Order
- Volume – Shipping Line Order
- Jobs Summary by O/S Agent – Import
- Jobs Summary by O/S Agent - Export
- Jobs Summary by Carrier – Import
- Jobs Summary by Carrier – Export

No. HBLs Year by Year

This report shows the number of House Bills (Import & Export) that have been created over a specific period of time and then looks back over the years at that specific date range.
For Example; if you enter in 01/02/2015 to 01/03/2015 – it will look at that date period in 2014, 2013, 2012, 2011, etc.

Generic Consol CSV

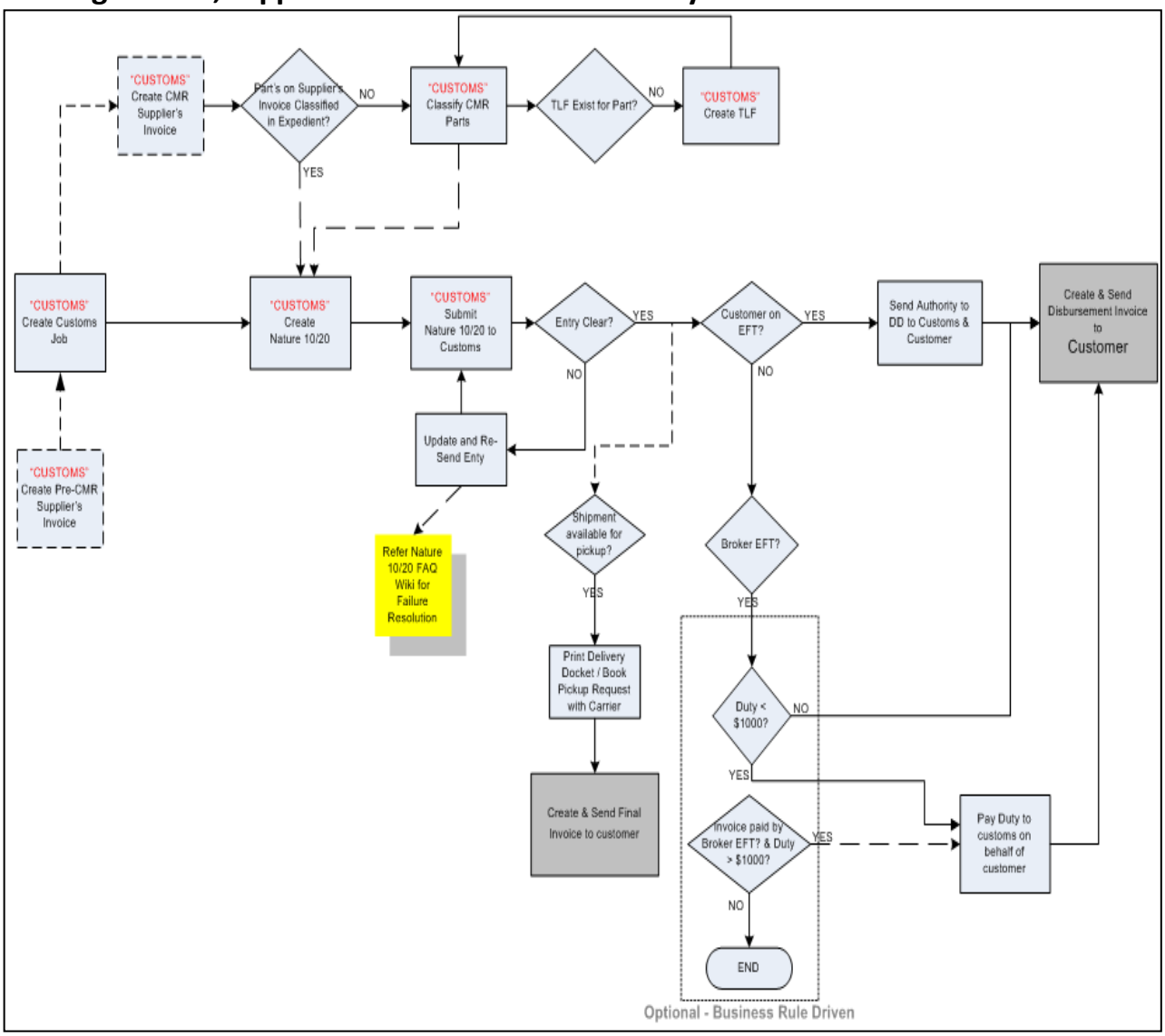
This report allows users to output consol level data into a spreadsheet. This report consists of over 40 fields. If your site has the Accounting Module then it also includes the amount of money billed and the total profit on each consol. The profit includes both Customs and Forwarding related accounts.

Generic Job CSV

This report allows users to output job level data into a spreadsheet. This report consists of over 40 fields.
If your site has the Accounting Module then it also includes the amount of money billed and the total profit on each job. The profit includes both Customs and Forwarding related accounts.

Customs

Job Registration, Supplier's Invoice and Customs Entry Process



Job Registration Screen

COMMAND KEYS

Most toolbar buttons can be accessed by a Keyboard Short Cut. See below for Short Cut Commands:

Icon	Shortcut Key
Add	A
Update	U
Delete	D
Find	F
Browse	B
Previous	P
Next	N
Suppliers Inv	S
Nature 10/20	T
Docket	
Doc's	

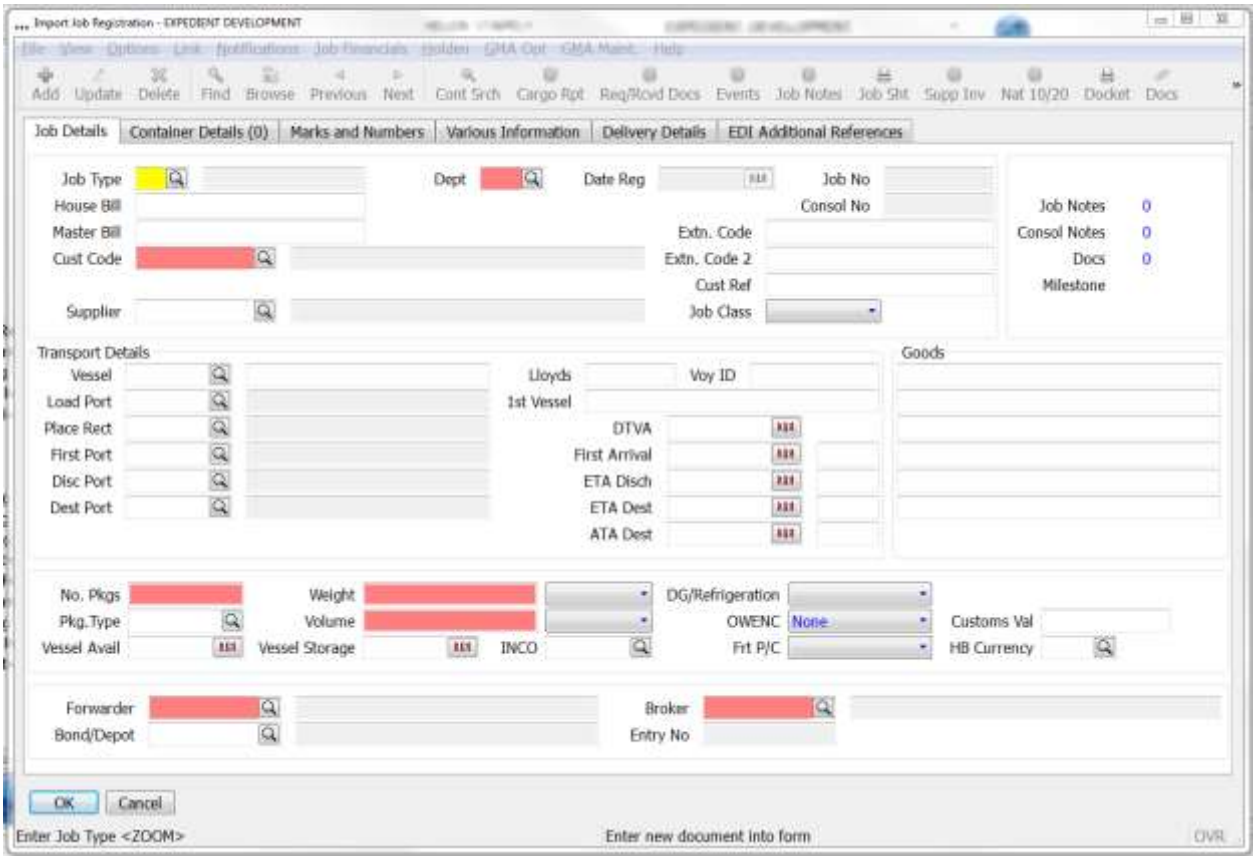
Icon	Shortcut Key
Charges	C
Milestones	
Job Details | Container Details	Ctrl-Tab

CREATING A JOB

When it is time for you to create a customs shipment, from the Main Menu select **Customs Clearance/Tariff Class, Customs Job Registration**

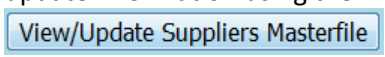
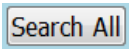
By clicking the Add button or typing A will place the cursor in the input screen in Add Mode.

See below:

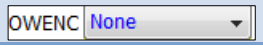
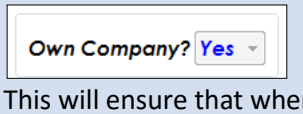


Field Name	Description	Validation	Default
Job Type	This is the type of Job in which you are creating. You can perform a lookup on this field by clicking: If a Job Type does not exist and you require a new one to be added, then please contact your manager or GMA Support	Mandatory	Blank
Dept	This is the Department that is assigned to the Job. This is a 3 letter code e.g. VIS [Branch] [Import/Export] [Mode of Transport] The branch is based off one of 2 rules: The Branch in which is associated with the user adding the job. OR The Responsible Office branch assigned to the customer code within the Customer Masterfile. The department code will initially default to the user's branch, but after the customer code is entered if there is a valid Branch in the Responsible Branch field then the screen will change the department based on that value. *Please Note:* Option 2 must be activated by a GMA staff Member. The Department cannot be updated if there are invoices or journals for the Job to post or that have already been posted.	Mandatory	User's Branch or Customer Code Responsible Office
House Bill	This is the House Bill of the shipment	Optional	Blank
Master Bill	This is the Master Bill of the shipment	Optional	Blank
Extn. Code	This is the external reference used for this job in your global system. This may not be relevant at your site. You can update this field if you site permits it	Optional	System Generated

Field Name	Description	Validation	Default
Cust Code	This is the Consignee. Once you enter data into this field, two pop-up windows will appear (if this has been activated for this customer). They are the Customs Notes and the Job Registration Notes against this Consignee. You can perform a lookup on this field by clicking: Please Note: if The Customer's Credit Limit has been exceeded OR the Credit Limit is less than 0 in the Customer Masterfile, an additional popup message will appear informing the user that the customer has Exceeded their credit A customer must be set to Active in the Customer Masterfile to create a job and the customer must be ticked as an Importer.	Mandatory	Blank
Business Units	If Business Units exist against the Cust Code, then the Business Units field will be shown. The Zoom attached to this field directs the user to the list of Business Units that have been added to the Customer Code.	Conditional	Blank
Cust Ref	This is the Consignee's Reference information	Optional	Blank
Extn. Code 2	This is a secondary reference used for this job in your global system. This may not be relevant at your site and this field may be hidden. You may update this field if your site permits it	Optional	System Generated
Agn. Cln.	This field will only appear if the Customer has been set up as an Interstate Agent in the Customer Masterfile i.e. the Customer is acting as an agent for their customers to perform the Customs Clearance. Select the Customer's customer. You can perform a lookup on the field by clicking .	Optional	Blank
Extn. Code	This is the external reference for your client. This is normally provided when the job has been inserted from a global system.	N/A	Conditional on Extn. ID System Option

Field Name	Description	Validation	Default
Supplier	This is the Supplier of the goods being shipped. This is linked to the consignee. You can perform a lookup on this field by clicking: Or you can perform a quick one letter search by typing in the first letter of the Supplier, e.g.: D<tab> will display the look up screen with all supplier's starting with the letter "D" The Supplier Masterfile can be access to view or update information using the  button. If the supplier you want is not listed because there is no existing relationship in Expedient between the client and the supplier use the  button to list all suppliers regardless of client. Selecting a supplier from the 'search all' list will create new relationship between the selected supplier and the client.	Mandatory	Blank
Shipping Co	If the import job is for Sea freight this field will appear and it will be populated by the Shipping Company from the Consol if the job is linked to a Consol with a Shipping Line. In this scenario the field cannot be updated. If the Job is not linked to a Consol this field can be updated.	Conditional on link to Consol with a Shipping Company	Blank unless linked to a Consol with a Shipping Company
Job Class	This is the job class of the shipment. Select the drop down selections. If a Job Class does not exist and you require a new one to be added, then please contact your manager or GMA Support	Optional	Blank
Vessel	This is the vessel which is carrying the shipment. You can perform a look up on this field by clicking: This vessel information is sourced from the Vessel Masterfile which is found in the Administration Menu	Optional	Blank
Vessel Name	This is the vessel name, and populates from the vessel code	Optional	Vessel Master File
Lloyds	This is the unique Lloyds ID of the Vessel	Optional	Vessels Master File
Voy ID	This is the voyage id of the vessel and its current voyage	Optional	Vessels Master File
Tranship	This is a description of the Transhipment vessel	Optional	Blank
Load Port	This is the Port of Loading of the vessel	Optional	Blank
Place Rect	This is the place in which the vessel is received. This is usually the same as the Load Port	Optional	Blank

Field Name	Description	Validation	Default
First Port	This is the first port of call of the vessel.	Optional	Vessels Masterfile
Disc Port	This is the Port in which the feeder vessel will be discharged at.	Optional	Blank
Dest Port	This is the final destination of the vessel	Optional	Blank
DTVA	This is the Date of Valuation or Bill Cut Date. This is used by Customs to determine the rate of duty (if applicable). This date must be provided if there are multiple Supplier Invoices in difference currencies.	Optional	Blank
First Arrival	This is the date in which the vessel arrives at the First Port. This is followed by the time.	Optional	First Arrival from Vessels Masterfile
ETA Disch	This is the Estimated Date that the vessel arrives at the Discharge Port This is followed by the Time	Optional	Vessel Masterfile based on Disch Port
ETA Dest	This is the Estimated Date that the vessel arrives at the Destination Port. This is followed by the Time. This can be populated by 1-Stop and FSU messages from Airlines	Optional	Vessel Masterfile based on Dest Port
ATA Dest	This is the Actual Date that the vessel arrives at the Destination Port. This is followed by the Time. This can be populated by 1-Stop and FSU messages from Airlines	Optional	Vessel Masterfile based on Dest Port
Goods	This is the description of the goods being shipped. This is set to one line of goods within the Customs Module	Optional	Blank
No.Pkgs	This is the number of packages being shipped	Optional	Blank
Pkg. Type	This is the type of packages being shipped. You can perform a lookup on this field by clicking: If a Package Type does not exist and you require a new one to be added, then please contact your manager or GMA Support	Optional	Blank
Weight	This is the weight of the goods being shipped	Optional	Blank
Weight Type	This is the type of weight measurement.	Optional	KG
Volume	This is the Volume of the Goods	Optional	Blank
Volume Type	This is the type of Volume	Optional	M3

Field Name	Description	Validation	Default
OWENC	This is the Bill Type of the Shipment. Possible Selections are: • Original • Way Bill • Express • Non Negotiable • Copy Select the drop down for these selections: 	Optional	Blank
Frt P/C	This describes whether the Freight is Prepaid or Collect	Optional	Blank
Customs Value	This is the Value that Customs will use to define the value of duty paid (if applicable)	Optional	Blank
HB Currency	This is the Currency in which the house bill has been cut under	Optional	Blank
Forwarder	This is the Forwarder who is managing this shipment. Please Note: If the forwarder is your company and you have the Expedient Forwarding Package then ensure that this is set to OWN COMPANY in the Customer Master File. This will ensure that when you Prepare the Charges that the Bill To will populate correctly, allowing you to Invoice the consignee. If registering a job from the Consol Screen the Forwarder Code will default to your company branch.	Mandatory	Blank Or Own Company Branch if registering from Consol
Bond/Depot/Terminal	This is the Bond Store, Depot or Terminal which will hold freight once it has arrived. The zoom and validation on the field will look for a Bonded Warehouse, a Depot or a Terminal depending on the Job Class	Optional	Blank
Broker	This is the Customs Broker who is clearing this shipment. This can be set to default to a specific code for each customer, which will auto-populate when adding a job. This is set up in the Customer Masterfile in the Importer Tab within the Customs Broker Field: Please Note: If the Broker is your company, then please make sure that this Code is set to OWN COMPANY in the Customer Master File.  This will ensure that when you Prepare the Charges that the Bill To will populate correctly, allowing you	Mandatory	Blank or Customer Masterfile Importer Tab

Field Name	Description	Validation	Default
	to Invoice the consignee		
Vessel Avail	This is the date in which the Vessel is Available Please Note: This date will get updated from the 1-Stop process if this is null.	Optional	Blank
Vessel Storage	This is the date in which the storage commences from containers on the vessels Please Note: This date will get updated from the 1-Stop process if this is null.	Optional	Vessel Masterfile (1-Stop)
INCO	This is the INCOTERM for the shipment. Enter the three letter code or use to select from the list.	Optional	Blank
DG/Refrigeration	This signifies whether the shipment contains any dangerous goods, or requires refrigeration	Optional	Blank
Containers Tab (Sea Freight Only)			
Container No	This is the Container Number on the Shipment. Use the to search for containers on other shipments on the same consol as the current house bill. (*Forwarding Module only)*	Optional	Blank
Type	This is the Type of Container, values include: (F)CL , (L)CL, (X)FCX	Mandatory	Blank
ISO Type	This is the International Standards Organisation Code for the Container type. Use the to search the ISO Type Masterfile. This will default 'LCL' where Type is 'LCL'	Mandatory	Blank
Seal No	This is the Seal Number of the Container Number	Optional	Blank
Dehire	This is the date in which the container is de-hired	Optional	Blank
Available	This is the date in which the container becomes available for pickup. If the Job Class is LCL this will be the LCL Available Date and can be populated from the Sea Cargo Depot – RECEIPTS screen.	Optional	Vessels Masterfile (via 1-Stop) or Sea Cargo Depot - RECEIPTS
Delivered	This is the date in which the container is delivered	Optional	Blank
Delivery Type	This is the method in which the container is to be delivered. Select from the available list	Optional	From Client Delivery Address Details if

Field Name	Description	Validation	Default
			stored, otherwise blank
Storage	This is the date in which the container commences storage charges. If the Job Class is LCL this will be the LCL Storage Start Date. This can be populated from the Sea Cargo Depot – RECEIPTS screen	Optional	Vessel Masterfile (via 1-Stop) or Sea Cargo Depot - RECEIPTS
Required Date / Time	This is the date and time in which the container is required	Optional	Blank
Net Weight	This is the Net Weight of the Container after any deductions Please Note: Expedient stores maximum Container Tare Weights which is used to calculate the Gross Weight Value. This can be overridden by a user. See Appendix A	Optional	Net Weight plus Container Tare Weight if Type is FCL or FCX. Gross Weight = Net Weight where Type is LCL
Gross Weight	This is the Gross Weight of the Container before any deductions. This is the Net Weight plus the Weight of the Container if the Type is FCL or FCX. Please Note: Expedient stores maximum Container Tare Weights which is used to calculate the Net Weight Value. This can be overridden by a user. See Appendix A	Optional	Net Weight plus Container Tare Weight if Type is FCL or FCX. Gross Weight = Net Weight where Type is LCL
Volume	This is the Volume of the Container. NOTE: When creating a job from the Input Shipments screen, the Volume information is carried through to this field in the Import Sea Job.	Optional	Blank
Pcs	This is the number of pieces within the container	Optional	Blank
	Mark and Numbers Tab		
Marks and Numbers	The marks and numbers used to identify the cargo, not the consignee.	Optional	Blank
	Various Information Tab		
Lodgment Date	This is the Date of Lodgement. If the Customs Module is active this is a no-entry field used for display purposes only. This date is populated when a user lodges this job within the Nature 10/20 screen.	Conditional on Customs Module	Nature 10/20 screen
Date of Clearance	This is the Date of Clearance. If the Customs Module is active this is a no-entry field used for display purposes only. This date is populated when Customs send back the Clearance Date as a result of	Conditional on Customs Module	Nature 10/20 screen

Field Name	Description	Validation	Default
	the Nature 10/20 lodgement		
Del. Docket Printed	This is the date in which the first delivery docket was printed. This is a no-entry field used for display purposes only. See "Printing Delivery Docket" section in this document.	N/A	Printing a delivery docket
Depot Date	This is the Date available from the Depot. This is updated in this screen by users	Optional	Blank
Delivery Date	This is the Date in which delivery has taken place. This is updated in this screen by users. This can be provided by Carrier EDI and CargoWise POD Load	Optional	Blank
Date Owner EFT	This is the Date the EFT was processed for Duty payable to Customs. This is a no-entry field and used for display purposes only	Optional	Blank
Date Duty Paid	This is the actual date the duty was paid to Customs. This is a no-entry field and used for display purposes only	Optional	Blank
EDI Manifest Received Date	This is the date that the Job was received. This date appears where the Job was imported from EDI received from the Overseas Agent or from the Importing Forwarder	Optional	EDI
Auto Report Job Status	This is the current status of the job. Use to search for a status code	Optional	Blank
EDI Sent Date	This is the date that the Job was sent by EDI to a Broker.	Optional	EDI
Landed Cost	This indicates if the client requires a Landed Costing. This is automatically populated from the Importer tab in the Customer Masterfile	Optional	Customer Masterfile
Sales Person	This is the person responsibility for the sales account for this client. This is automatically populated from the Debtor tab in the Customer Masterfile. Use to search for a new sales person	Optional	Customer Masterfile
Field 1	This is available to store information relevant to this client and can be used in User Defined Auto Reports	Optional	Blank
Field 2	This is available to store information relevant to this client and can be used in User Defined Auto Reports	Optional	Blank
Field 3	This is available to store information relevant to this client and can be used in User Defined Auto Reports	Optional	Blank
Delivery Details Tab (used for Delivery Docket Print information)			
Deliver To	This is the Delivery Code of the Shipment. This information is automatically populated in Add Mode. The data based off the Clients' Delivery Addresses found in the Customer Master File under the Administration Menu. This screen can hold multiple addresses. Ensure that one address is set as default. The AQIS classification for the delivery postcode will be displayed.	Optional	Customer Masterfile
Deliv Job Note	This is an additional line of Note. Please note that the Clients' Delivery Address Screen also has 5 lines	Optional	Blank

Field Name	Description	Validation	Default
	of Special Instructions that Print on the Delivery Docket. This job note will print next to the address, that is specific to this shipment		
Dimensions L W H	These fields will appear if the Job is Air or LCL/FAK. These are the dimensions in Length, Width and Height of the total packages for the Job. This is followed by the units which are defaulted to match the Weight Unit e.g. If the Job is in Kilos the dimensions are assumed to be in Metres, if the job is in Pounds the dimensions are assumed to be in Ft. The units can be updated	Optional	Blank. Units default to match Job Weight Unit Type.
Volume	This field will appear if the Job is Air or LCL/FAK. This is the total volume for the job followed by the volume unit. Expedient will calculate the unit if all the dimensions are provided. The calculated volume can be updated but a change to the dimensions will re-calculate the Volume. The volume units will match the Dimensions unit. E.g. if the Dimension unit is M the volume unit will be cubic metres	Optional	Calculated from Dimensions where Dimensions are provided. Units match dimensions unit
Carrier	This is the Carrier Code of the Shipment. This information is automatically populated in Add Mode if a Delivery Address exists for the Customer. This information is based off the Clients' Carrier found in the Customer Master File under the Administration Menu. This screen can hold different carriers for AIR/ FCL, LCL, Parcel Post. Interstate import Jobs will be allocated the FCL preferred carrier. The AQIS classification for the postcode is displayed alongside.	Optional	Customer Masterfile
Carrier Job Note	This is a Carrier Job Note, specific to this shipment	Optional	Blank
Dehire Depot	This is where the container will be returned too after it has been unpacked.	Optional	Blank
Carrier Instructions	This outlines General instructions for the Carrier that will appear on the FCL Time Slot Request Report (Only CSV & XLS Format). If Carrier Instructions exist on a container level then they will override the instructions that appear in the Delivery Details tab.	Optional	Blank

CONTAINER WEIGHT DECLARATION

The Container Weight Declaration is a document that states the weight of the container and its contents. This screen can be accessed via the 'Notifications' Menu.

It will pre-populate the Container Number details that have been added in the Container Details Tab on the Import Job.

If the Gross Weight exists then the Print check box will be automatically ticked.

The Tare Weight will automatically populate based on the details in stxinfor Maintenance – ISOCONNEW

CONFIGURING POP-UP NOTES

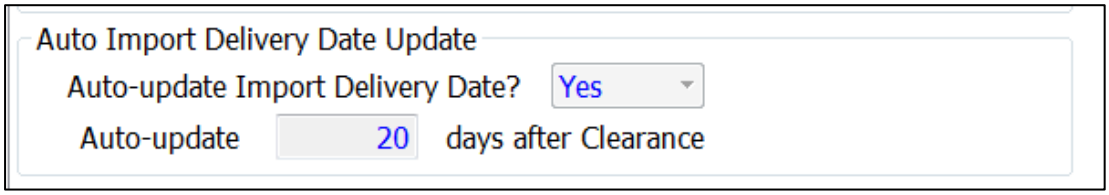
Expedient allows users to configure what type of notes to pop up at a customer level when registering a job and a Nature 10/20. The following pop up notes can be configured via the Customer Masterfile (Configuration Tab):

- **Delivery Notes** – each time a user clicks on the Delivery Tab in Add/Update mode the Customer's Delivery Notes will pop up
- **Job Registration Notes** – each time a user adds/updates a Job, the Customer's Job Registration Notes will pop up
- **Customs Notes** – each time a user adds/updates a Job and Broker Code is the Own Company, the Customer's Customs Notes will pop up
- **Customs Supplier Notes** – each time a user adds/updates a Job, the Customers' Suppliers Customs Notes will pop up
- **Forwarding Supplier Notes** – each time a user adds/updates a Job, the Customers' Suppliers Forwarding Notes will pop up

General
Debtor
Creditor
Importer
Aviation Security
Forwarder
Carrier
Bank Detail
Configuration
Import Job Registration Pop Up
Delivery Details - Delivery Notes No
Add/Update Job - Job Registration Notes No
Add/Update Job - Forwarding Supplier Notes Yes
Customs Pop Up
Add/Update Job - Customs Notes No
Submit - Customs Notes No
Add/Update Job - Customs Supplier Notes Yes
Add/Update Job - ICS Notes No
Export Air Consol Registration Pop Up
Add/Update - Agent Notes Yes
Export Air Job Registration Pop Up
Add/Update Job - Job Registration Notes Yes
Export Sea Consol Registration Pop Up
Add/Update - Export Sea Notes Yes
Add/Update - Agent Notes Yes
Export Sea Job Registration Pop Up
Add/Update Job - Job Registration Notes Yes

AUTO-DELIVERY DATE UPDATE

On the occasion whereby you are not performing the delivery for customers, but you want to complete the job to force a delivery date to be populated. This would occur on occasions you have KPI set up with your customers, or you have the Expedient Customer Web Portal. The below configuration screen against the Customer allows users to set the number of Days after clearance where the delivery date is to be populated.

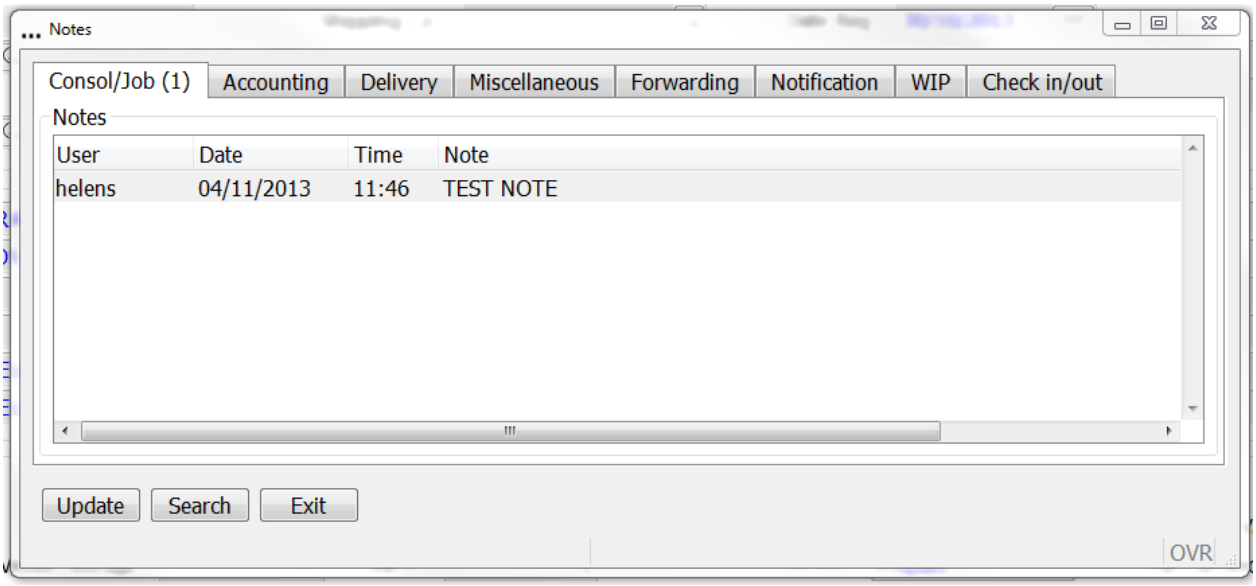


ADDING NOTES

Once you have created a job, you can add various Notes to the Job. This is available once a job is selected or created and resides in the Options, Job Notes/References.

These are made up of:

- **Job Notes** – Prints on the Job Sheet, and pops up when users create or update a Job and the Broker Code is your own company and is set to yes for this Customer in the Customer Masterfile.
- **Accounting Notes** – For Information Only
- **Delivery Notes** – Prints on the Job Sheet, Billing Sheet and Delivery Dockets
- **Miscellaneous** - For Information Only
- **Forwarding** - Pops up when users create or update a Job and the Forwarder Code is your own company and is set to yes for this Customer in the Customer Masterfile. Below is a screen shot of the Notes Screen:



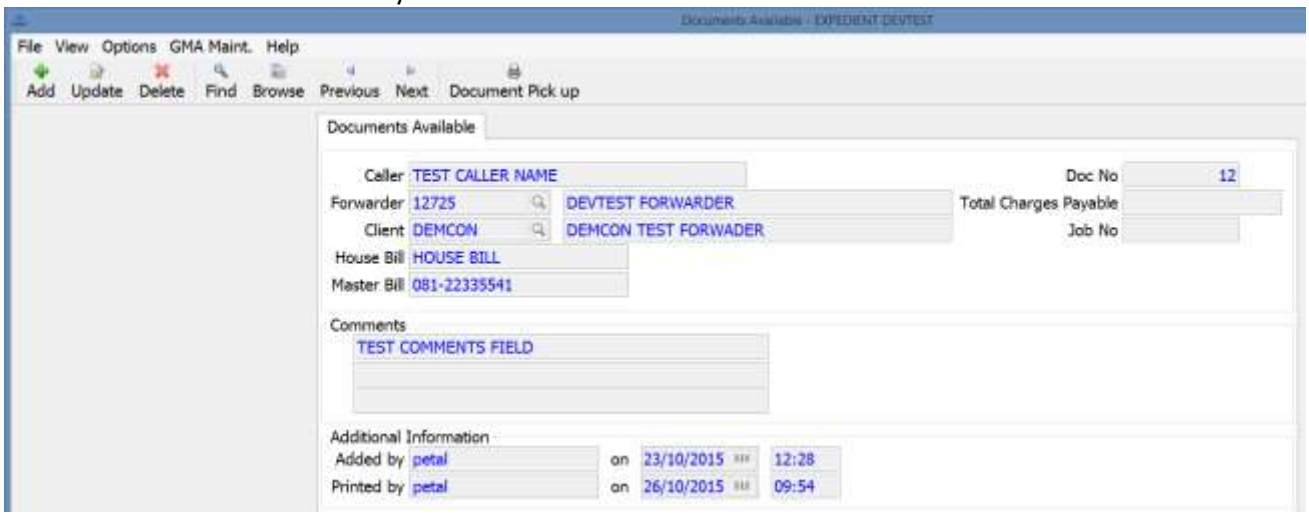
Notes against the Consol are available to view from Consol Notes/References in the Options menu in the Job Registration screen.

DOCUMENTS AVAILABLE

The purpose of this screen is for people that answer the phone, can enter when documents are available to be picked up and the print can be sent through to the runner's tray to action.
When the Air Import Job is created for a House Bill and Master Bill that matches the Documents Available screen and the ONC field = ORIGINAL, then the Job Number will automatically populate in the Documents Available Screen; Job No field.

The 'Document Pick Up' Button allows the user to print the details that is shown in the Document Available Screen.

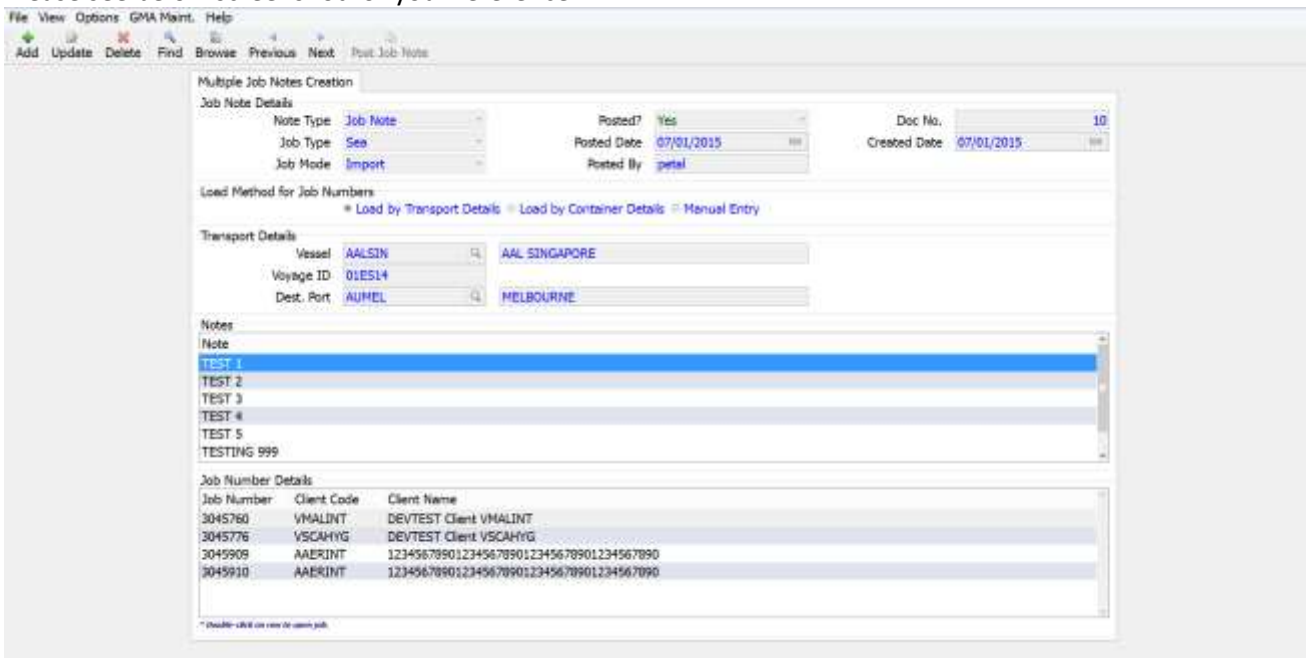
Please see below screenshot for your reference.

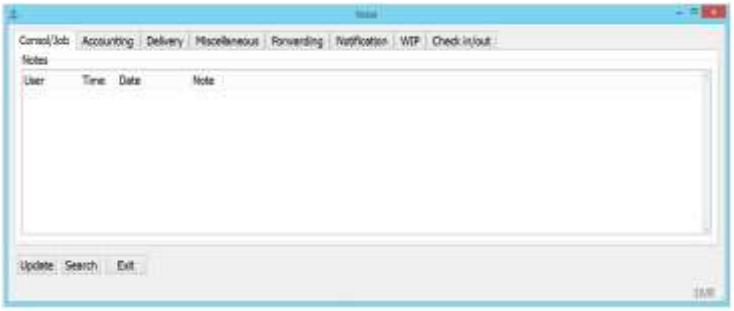

File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Document Pick up
Documents Available
Caller TEST CALLER NAME
Doc No 12
Forwarder 12725 DEVTEST FORWARDER
Total Charges Payable
Client DEMCON DEMCON TEST FORWADER
Job No
House Bill HOUSE BILL
Master Bill 081-22335541
Comments
TEST COMMENTS FIELD
Additional Information
Added by petal on 23/10/2015 12:28
Printed by petal on 26/10/2015 09:54

MULTIPLE JOB NOTE CREATION

This screen is available from the Sundry Module and allows the user to update a Single Note Type against multiple Job Numbers in one action.

Please see below screenshot for your reference.



Field Name	Description	Validation	Default
	Job Note Details Group		
Note Type	Select Note Type; Accounting, Delivery, Job, Miscellaneous, Forwarding, Notification, WIP, Check In/Out. When Posted, the notes will then show on the specific tab in the Notes.  NOTE: The Note Type defaults to 'Job Note' in ADD Mode.	Mandatory	Blank
Job Type	Select Air or Sea. This section criteria is not applicable for Manual Entry.	Mandatory	Blank
Job Mode	Select Import or Export. This selection criteria is not applicable for Manual Entry.	Mandatory	Blank
Posted?	Indicates if the record has been Posted. Yes and No values. Read-Only field. NOTE: You cannot UPDATE or DELETE a Posted Entry.	System Generated	N/A
Posted Date	The Date the record was Posted. Read-Only field.	System Generated	N/A
Posted By	The UserID that Posted the record. Read-Only field.	System Generated	N/A
Doc No.	Internal Reference Number. Generated when the record is Saved. Read-Only field.	System Generated	Unique Document Number
Created Date	Date the record was created. Auto-populates in ADD Mode. Read-Only field.	System Generated	Current Date
	Load Method for Job Numbers		
Load by Transport Details	Option to retrieve/load the Job Numbers using the Transport Details from the Import/Export Jobs. When this method is selected it will show the details in the Transport Details Group. NOTE: ONLY looks at data in the last 180days that match the criteria entered.	Mandatory	N/A
Load by Container Details	Option to retrieve/load the Job Numbers using the Container Number that has been attached to the Import/Export Jobs. When this method is selected it will show the details in the Container Details Group. NOTE: If Air Import or Air Export has been selected then this Load Method is not applicable.	Mandatory	N/A
Manual Entry	This allows the user to add the Job Numbers manually in the Job Number Details Group. NOTE: The Job Type and Job Mode are not applicable for this Load Method.	Mandatory	N/A

Field Name	Description	Validation	Default
	Transport Details Group (ONLY looks at data in the last 180days) ALL fields in this Group MUST be populated for the Job Numbers to be retrieved/loaded that match the criteria entered. If there are Job Numbers where these fields are blank then they will not be shown. NOTE: Once the Job Numbers are retrieved, the system still allows you to manually add Job Numbers of any Job Type & Job Mode.		
Vessel / Airline	The Vessel or Airline field will be shown depending on the Job Type selected. Vessel – Vessel field from the Sea Import/Export Job Screen. Airline – Airline Code 1 / Airline fields from the Air Import/Export Job Screen. NOTE: The condition of the Vessel Code & Description field depends if 1-Stop is turned on or off.	Mandatory	Blank
Voyage ID / Flight No	The Voyage ID or Flight No field will be shown depending on the Job Type selected. Voyage ID – Voy ID / Voyage ID fields from the Sea Import/Export Job Screen. Flight No – Flight No 1 / Flt No fields from the Air Import/Export Job Screen.	Mandatory	Blank
ETA Dest / ETD 1	The ETA Dest or ETD 1 field will be shown depending on the Job Type & Job Mode selected. ETA Dest – ETA Dest field from the Air Import Job Screen. ETD 1 – ETD 1 field from the Air Export Job Screen.	Mandatory	Blank
Dest. Port / Orig. Port	The Dest. Port or Orig. Port field will be shown depending on the Job Mode selected. Dest. Port – Dest Port / Destn Port from the Sea/Air Import Job Screen. Orig. Port – Origin Code Port from the Sea/Air Export Job Screen.	Mandatory	Blank
	Container Details Group NOTE: Once the Job Numbers are retrieved, the system still allows you to manually add Job Numbers of any Job Type & Job Mode.		
Container No.	This is the Container Number that is attached to the Sea Import/Export Job in the Container Details Tab.	Mandatory	Blank
	Manual Entry		
	This Load Method allows the user to add the Job Numbers Manually.		
	Notes Group		
Notes	Enter in appropriate Notes. Once the record is posted, the notes will then be updated on the specific Note Tab (depending on Note Type selected) of the Notes screen, against the Job Numbers that were entered in the Job Number Details Group. 55 characters permitted per line. Unlimited number of lines.	Mandatory	Blank
	Job Number Details Group		

Field Name	Description	Validation	Default
Job Number	The Job Number can be auto-populated via the Transport Details or Container Details Load Methods. The Job can also be manually entered if the Manual Entry Load Method is selected. The Notes entered will apply against these Job Numbers listed. NOTE: You can amend the Job Numbers added via the Insert, Append and Delete buttons shown at the foot of the screen, when the Job Number line is selected. Once the record has been saved, you can double click on the row and it will direct the user to the Job Number selected.	Mandatory	Blank
Client Code	Auto-populated when the Job Number is entered. Read-Only field.	Mandatory	Retrieved from associated Job
Client Name	Auto-populated when the Job Number is entered. Read-Only field.	Mandatory	Retrieved from associated Job
	Action Buttons/Links		
Post Job Note	When this button is selected, it will then apply the Note to the Job Numbers listed in the Job Number Details Group. It will change the indicator in the 'Posted?' Field from No to Yes. The record will still exist in this screen as a view only. The user can view the Entry added via the Job Notes window in the Import Job screen. NOTE: You cannot UPDATE or DELETE a Posted Entry.		
Duplicate Job Note	The system allows you to copy a Posted and Non-Posted record. If you Copy a Posted record then it will update the record with a new Doc No and set the 'Posted?' indicator (Positioned in the Options Menu)		
OK Button	When the OK button is selected, you have the option to Post the entry each time the record is Saved. The following message will be shown: *"Do you wish to post this job note now?"* If YES, then the record will be Posted and the 'Posted?' field will show YES, along with the Posted Date, Posted Time and Posted By fields being populated. If NO, then the record will be Saved but NOT Posted and the 'Posted?' field will show NO.		

PRINTING WORK SHEETS

Once you have completed the Job Registration Creation process, and all of the data is saved that you require, you can now print the various Work Sheets, these are:

Job Sheet – Available via Options, and a Button on the toolbar in the Job Registration screen

- Sea
- Air
- Parcel Post
- Miscellaneous

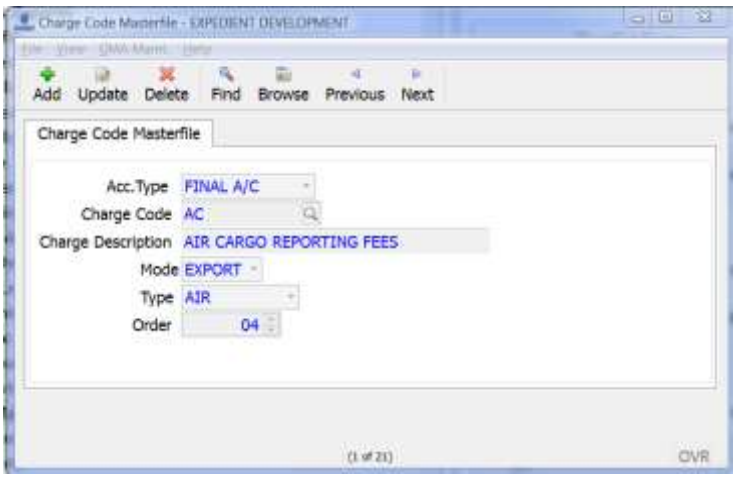
- Private Doc’s Cover Sheet - Available via Options
- Private Bar Code Sheet via Options

PRINTING BILLING SHEETS

Printing Charge Sheets is available via the Options. The Charge Codes and Descriptions are initially configured and maintained by Super Users. To Set up Charge Codes, go to Menu/Administration/Company Details/Billing Sheet Maintenance. Charge Sheets and Charge Code are set up by:

- Acc. Type (Disbursements/Finals)
- Charge Code
- Mode (Export/Import)
- Type (Air, FCL, LCL)
- Print Order

See below screen shot:



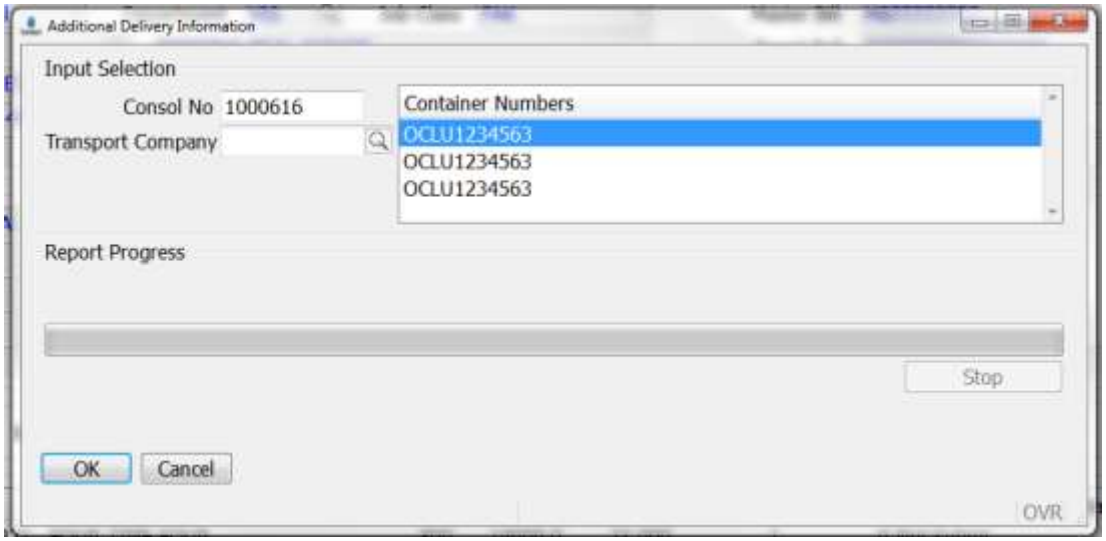
You can re-print any of the Work Sheets at any time as long as a job displayed in the Job Registration Screen.

DELIVERY DOCKETS

Delivery Dockets can be printed from the Consol where the Consol is for FAK or from the Job Registration screen.

Printing Delivery Dockets for a Consol

If the Consol is for Job Class FAK a Delivery Docket can be sent direct from the Consol to the Cartage company. The option is available from the Notifications menu and from the Delivery Docket toolbar button.

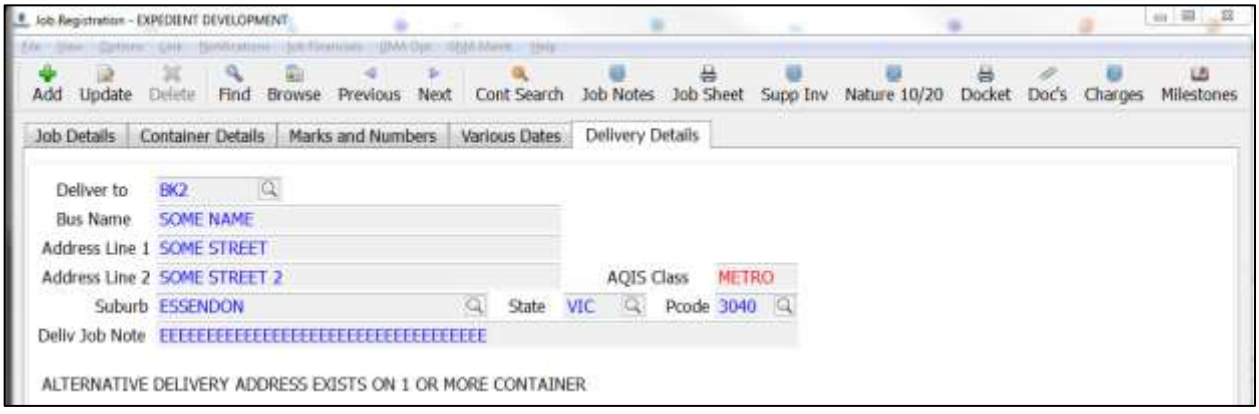


This screen will list all the containers associated with the Jobs on the FAK consol. Enter the Transport Company the document is to be sent to or use the to find the Carrier code.

The Docket will print the Unpack Depot as the Delivery Address and the Terminal as the Pick Up Address.

Printing Delivery Dockets for a Job

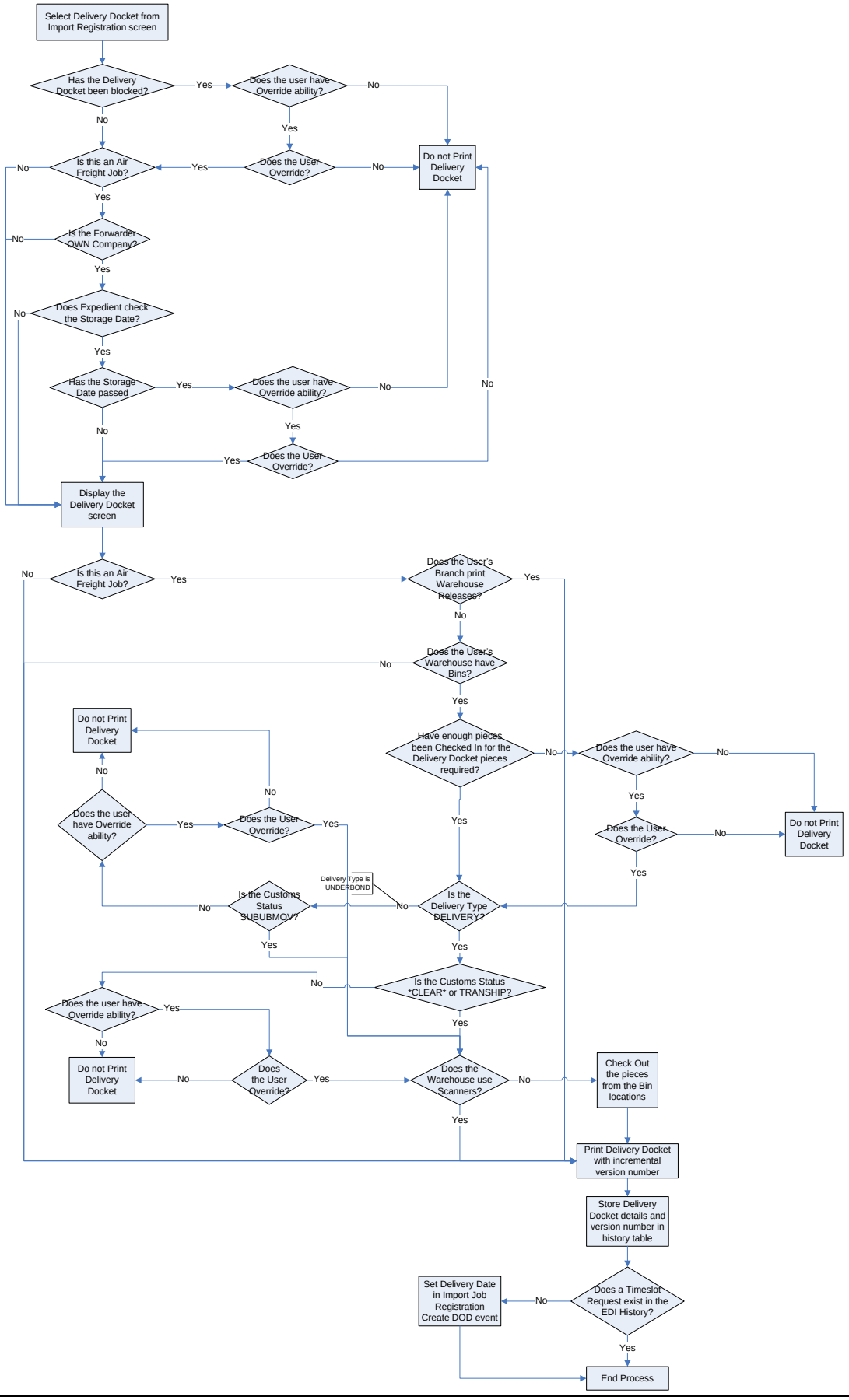
To print a delivery docket, users must ensure the Delivery Details information is completed in the Delivery Details Tab, see below:



The above Delivery Address is stored at the Job level.

Delivery Docket Workflow

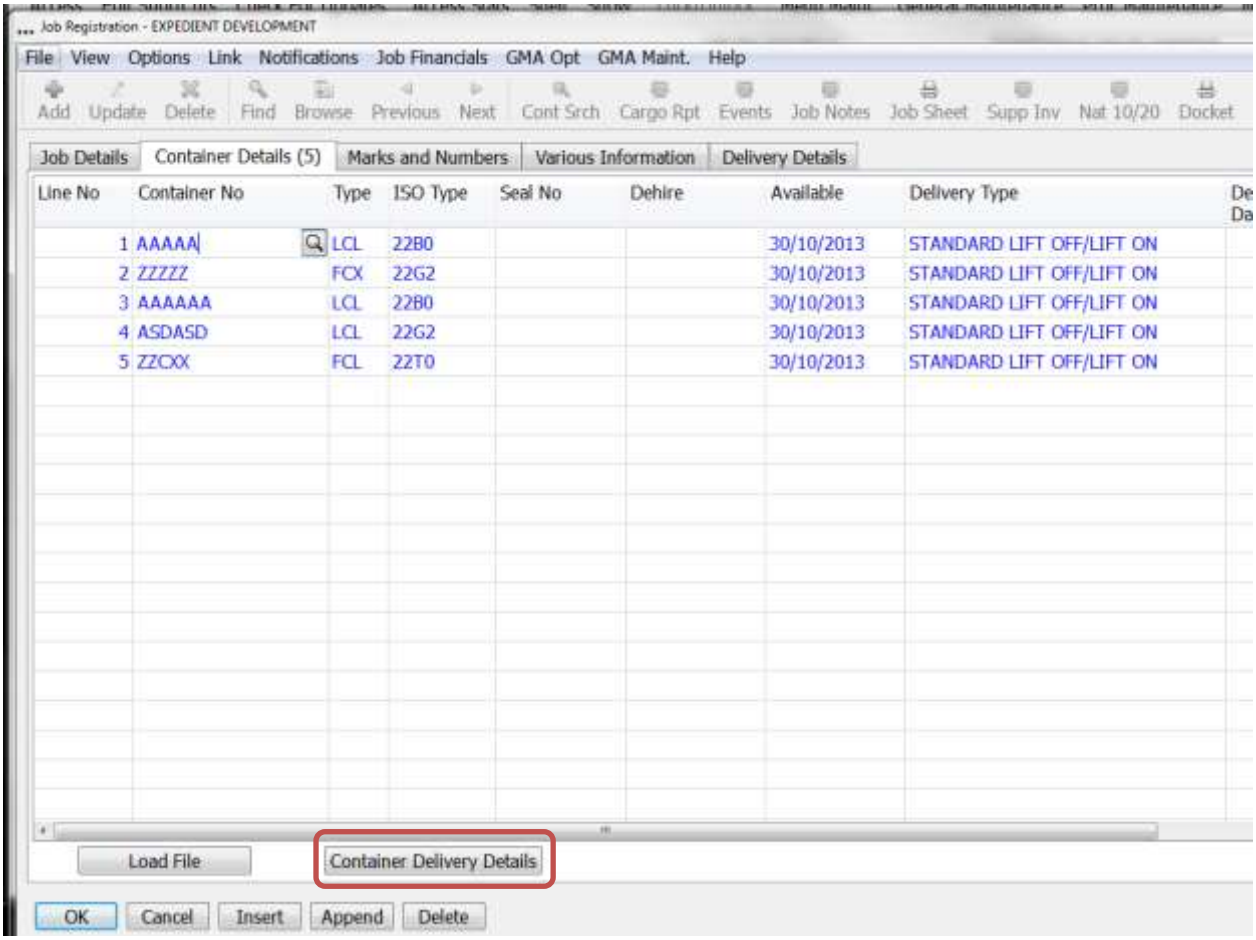
Expedient follows the below process on selecting the Delivery Docket toolbar button in the AU Import Job Registrations screen



Checks on printing Delivery Dockets Expedient can check the following information before generating the Delivery Docket if your site is configured to do this and the job follows the following rules

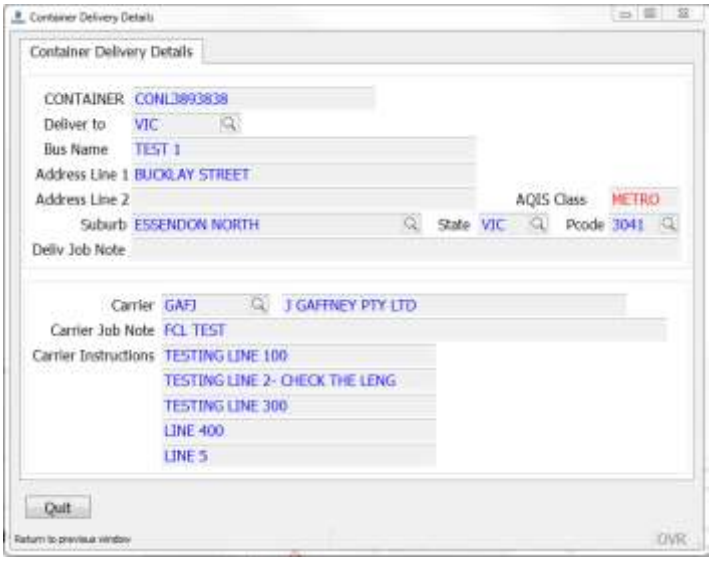
- Delivery Docket Block – Air Cargo Delivery Dockets cannot be printed if there is a block on the House Bill.
- Storage Start Date – if the job type is AIR and the cargo is in your own Bond Warehouse your site may be set up to check if the Storage Start Date has passed. Specific users have the opportunity to override Storage Start Date Blocks (User Options in User Masterfile)
- If your site is set up to print Delivery Dockets instead of Warehouse Releases and the job type is Air and the cargo is in your own Bond Warehouse that has Bins Expedient may be set up to check that the Customs Status is appropriate for the Delivery Type.
    - Where the Delivery Type is Delivery the Delivery Docket process will only continue if the Customs Status is *CLEAR* or TRANSHIP
    - Where the Delivery Type is Underbond the Delivery Docket process will only continue if the Customs Status us SUBUBMOV
    - Any other Customs Status will stop the process however specific users have the opportunity to override Customs Status Blocks (User Options in User Masterfile)
- If your site is already checking Customs Status Expedient will also check that there are enough pieces in the warehouse to match the pieces required for the Delivery Docket. Specific users have the opportunity to override Customs Status Blocks (User Options in User Masterfile)

In the case of FCL Jobs, if a user requires the ability to store a different address for each container, they can select the container within the container details tab, and click on the Container Delivery Details Button at the bottom of the Screen, see below:


Job Registration - EXPEDIENT DEVELOPMENT
File View Options Link Notifications Job Financials GMA Opt GMA Maint. Help
Add Update Delete Find Browse Previous Next Cont Srch Cargo Rpt Events Job Notes Job Sheet Supp Inv Nat 10/20 Docket
Job Details Container Details (5) Marks and Numbers Various Information Delivery Details
Line No Container No Type ISO Type Seal No Dehire Available Delivery Type
1 AAAAA LCL 22B0 30/10/2013 STANDARD LIFT OFF/LIFT ON
2 ZZZZZ FCX 22G2 30/10/2013 STANDARD LIFT OFF/LIFT ON
3 AAAAAA LCL 22B0 30/10/2013 STANDARD LIFT OFF/LIFT ON
4 ASDASD LCL 22G2 30/10/2013 STANDARD LIFT OFF/LIFT ON
5 ZZCXX FCL 22T0 30/10/2013 STANDARD LIFT OFF/LIFT ON
Load File
Container Delivery Details
OK Cancel Insert Append Delete

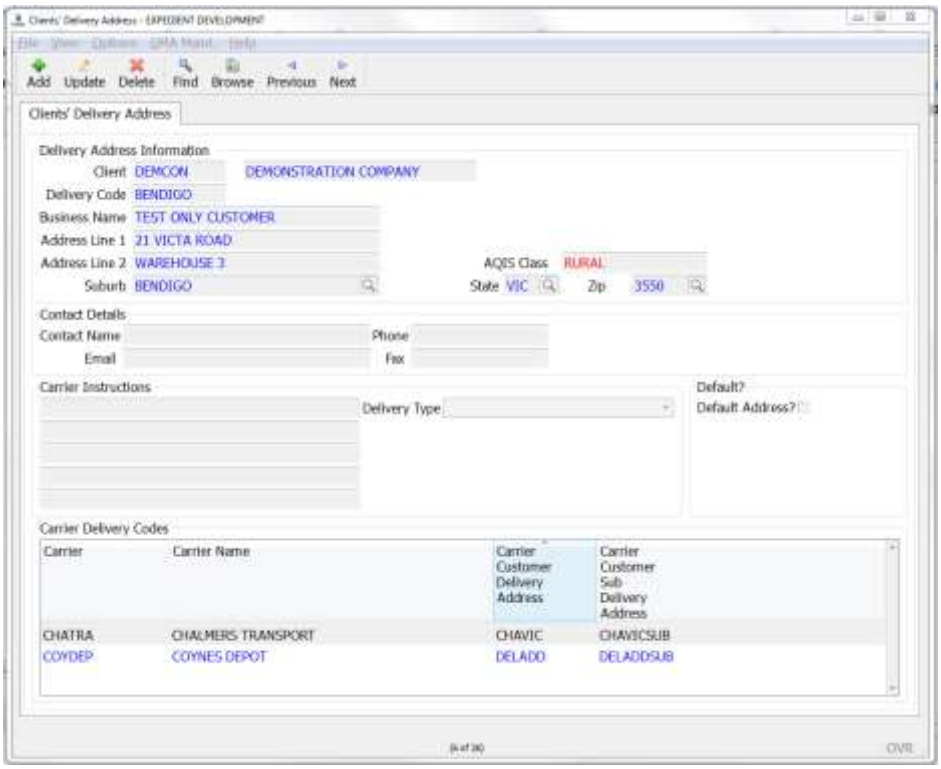
If Carrier Instructions are added on a container level, then this will override the Carrier Instructions that are shown in the Delivery Details Tab, when the Container Timeslot Request Report is printed.

Once the user has clicked on this button they will be able either free type the Delivery Name and Address or zoom on the Delivery to field which searches all of the delivery addresses for that customer from the Customer Masterfile.



Once the user has saved the container delivery address the Containers Screen will display YES in the Alt Addr Column, and display the text “ALTERNATIVE DELIVERY ARRANGEMENTS EXISTS FOR CONTAINER” when that container is highlighted. If the user decides that they don’t wish to store a different delivery address for that container then they can click the Clear button which will remove that address and use the default address stored in the Delivery Details Tab.

To add delivery addresses for a Customer, go to **Administration Menu- Customer Masterfile – Delivery Address Button**
See below:



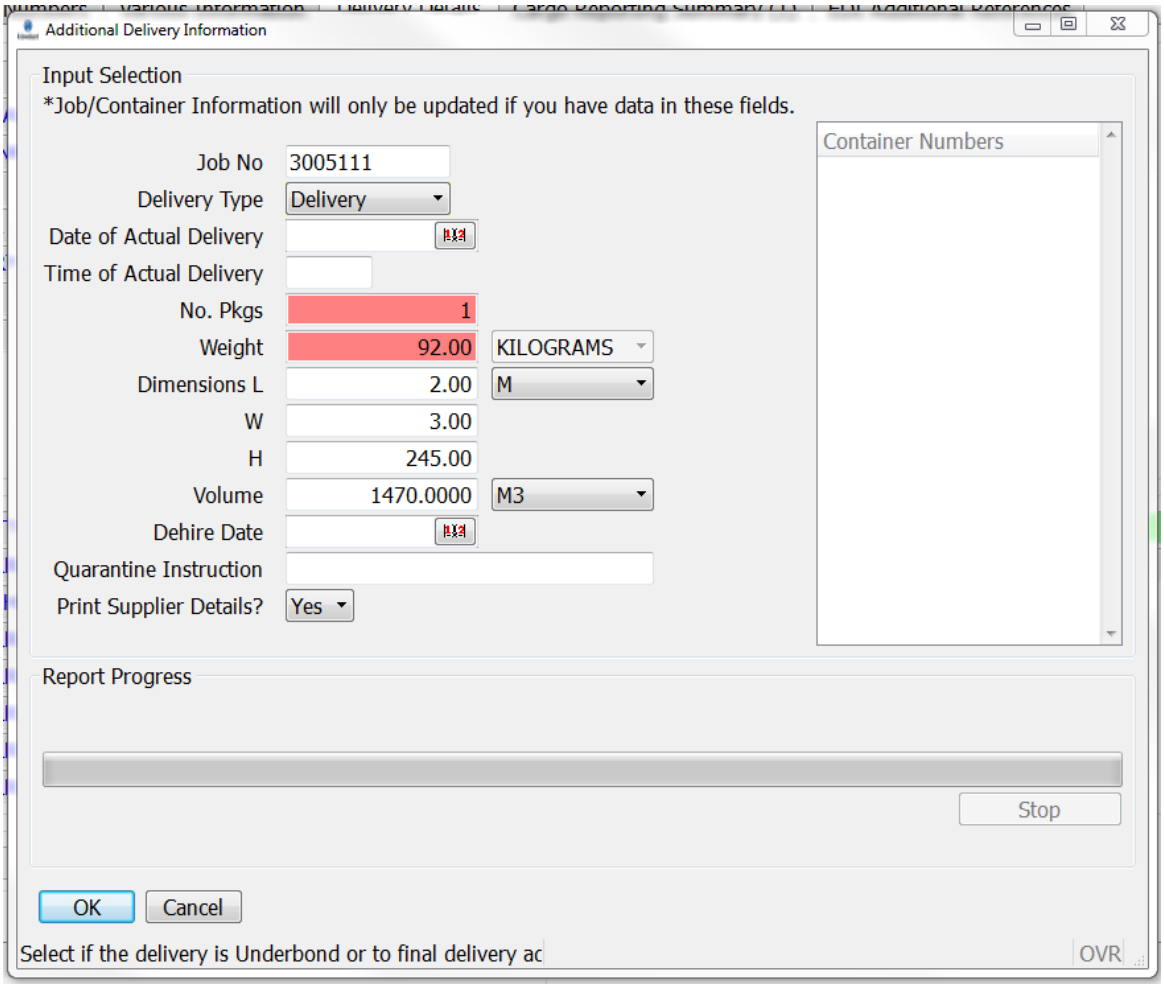
Container Numbers must also be entered for Sea Freight Shipments in order to print a Delivery Docket. This is available via the Docket Button. When users select this, the below screen will appear:

Print Options
Please select 1,2,3 One Docket for ALL Containers
1. One Docket for ALL Containers
2. Individual Docket for EACH Container selected
3. Select Containers to print on ONE Docket
OK
Cancel
OVR

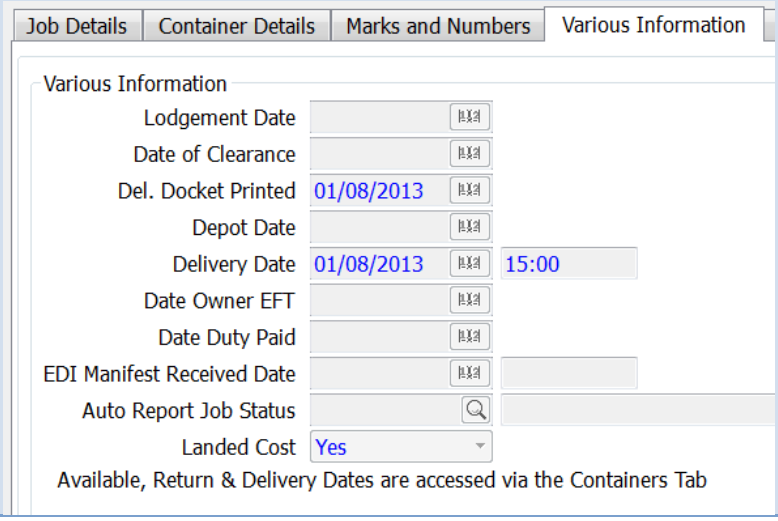
This allows users to control what containers print on which docket.

Please Note: Users can only print one docket for ALL Containers if there are no individual container delivery addresses for the shipment. If a user selects to print one delivery docket for selected containers and both containers have the same address stored in the container details tab BUT have different Carrier/Job Notes, the system will still allow the user to print 1 docket but will only print 1 of the job notes.

The below screen allows users to input various information for the Delivery Docket for AIR, LCL/FAK and FCL Cargo.



Enter any information that is relevant to your job:

Field Name	Description	Validation	Default
Job No	Enter the Job Number if using this from the Customs Clearance Menu. If you are running this program from the Registration Screen then the Job Number will be auto-populated.	Mandatory	Blank / Job Registration
Delivery Type	This shows whether the delivery is to the client or an underbond move. This impacts the check on Customs Status if your site uses this ability. This information will also print on the Delivery Docket	Mandatory	Delivery
Date of Actual Delivery	This is the date of delivery of the Goods, this is usually the same as the date you are printing the Delivery Docket. Please Note: Date of Actual Delivery Date is then populated in the Various Information Tab in the Delivery Date field and create a DOD event in the job if there is no Carrier EDI Transport Request: 	Optional	Blank
Time of Actual Delivery	This is the Time the goods are actually delivered. This is usually the same as the time you are printing the Delivery Docket. Please Note: Time of Actual Delivery is then populated in the Various Information Tab in the Delivery Time field if there is no Carrier EDI Transport Request	Optional	Blank
No. Pkgs	This is the number of packages to be delivered. This can be updated for partial deliveries.	Optional	Job Number of Packages
Weight	This is the total weight of the packages to be delivered. This can be updated for partial deliveries.	Optional	Job Weight
Dimensions	These fields will appear where the Job Type is AIR. Total Length, Width and Height of the packages to be delivered followed by units to match the Job Weight i.e. metric or imperial	All mandatory if one dimension provided	Blank
Volume	This field will appear where the Job Type is AIR. Total volume of the packages to be delivered. This can be updated. Followed by units to match the weight, i.e. metric or imperial	Optional	System Generated from Dimensions where they are provided

Field Name	Description	Validation	Default
Dehire Date	This is the date in which the Empty Container is to be returned to the empty depot. This Date is then inserted into the Container Details tab Dehire Date field against each container	Optional	Blank
Quarantine Instruction	This is the AQIS Instructions	Optional	Blank
Container Numbers	These are the Container Numbers to be printed on the Delivery Docket from the Job. This is a no entry field and for display purposes only.	Mandatory	Yes
Print Supplier Details?	Selecting No will not print any Supplier Information on the Delivery Docket	Mandatory	Yes

On Printing the Delivery Docket Expedient will automatically check out pieces under the following conditions:

- The Job Type is Air and,
- The Cargo is in your OWN Bond Warehouse that has Bins and,
- Your branch does not use Scanners

Expedient will remove the required pieces from Warehouse Bins alphabetically.
E.g.

The Delivery Docket is required to print 10 pieces. The house bill is stored in three bins
A1 – 3 pieces
B1 – 4 pieces
B2 – 5 pieces
Expedient will remove all pieces from A1 and B1 and leave 2 pieces in B2.
If the Delivery Docket is required to print 13 pieces and the user overrides the Number of Pieces message Bin B2 will show 0 pieces.

Expedient will create a 'COUT' event for the job with the number of pieces and the user who generated the delivery docket. The Check Out can be seen in the Warehouse Bin Status & Maintenance.

Data Drawn from: Job Registration – Delivery Details Tab – Deliver To, or Container Details Address Button

Data Drawn from: Job Registration – Delivery Details Tab – Carrier Instructions or Container Details Address Button

EXPEDIENT SOFTWARE
PH:07 1111 2222
FAX:07 3333 4444
www.gmaaust.com.au

Delivery Docket - Airfreight

Delivery Address

NATIONAL DRY DISTRIBUTION
WESTLINK COURT

ALTONA
VIC 3018

Carrier Instructions

CARRIER INSTRUCTIONS LINE 1
CARRIER INSTRUCTIONS LINE 2
CARRIER INSTRUCTIONS LINE 3
CARRIER INSTRUCTIONS LINE 4
CARRIER INSTRUCTIONS LINE 5

Our Ref	3005111 / 599753BNE	*Client Name*	DEMONSTRATION COMPANY NAME
Delivery Type	DELIVERY	*Client Ref*	M766031
Carrier	ANT TRANSPORT	*Supplier*	FIXTUR LASER
Airline	TG THAI AIRWAYS INTERNATIONAL PUBLIC	*Pieces*	1 PKGS
Voyage	0051 SEMMA/AUMEL	*Weight*	92.00 KG
Arrival Date	28/02/2015	*Volume*	1470.000 M
M.B/L	173-39705643	*Dimensions*	*L* 2.00 M
H.B/L	6MG3691		*W* 3.00 M
Pick Up From	DEMONSTRATION COMPANY NAME		*H* 245.00 M
Operating Hours	MON-FRI 0600 TO 2100, SAT 0800 TO		
Good Desc	GOODS DESC		
Marks and Numbers	ABC MARK AND NUMBERS LINE 2		

Delivery Job Note

DELIVERY NOTE

DANGEROUS GOODS

Carrier Job Note

CARRIER NOTE

Cont. No / Size	*Type*	*Seal*	*Pieces*	*Gross Wght*	*Net Wght*	*Available*	*Required*	*Time*	*Storage*	*Delivery Type*
						15/05/15			05/05/15	HAM

AQIS ACTION:

Received in Good Order and Condition *C.O.D. Required* N *Amount*

Signature .....

Name, Please print ..... **Date/Time** .....

Signed by us: HELEN STAPELY *Date:* 11/06/2015

cus_del_docket

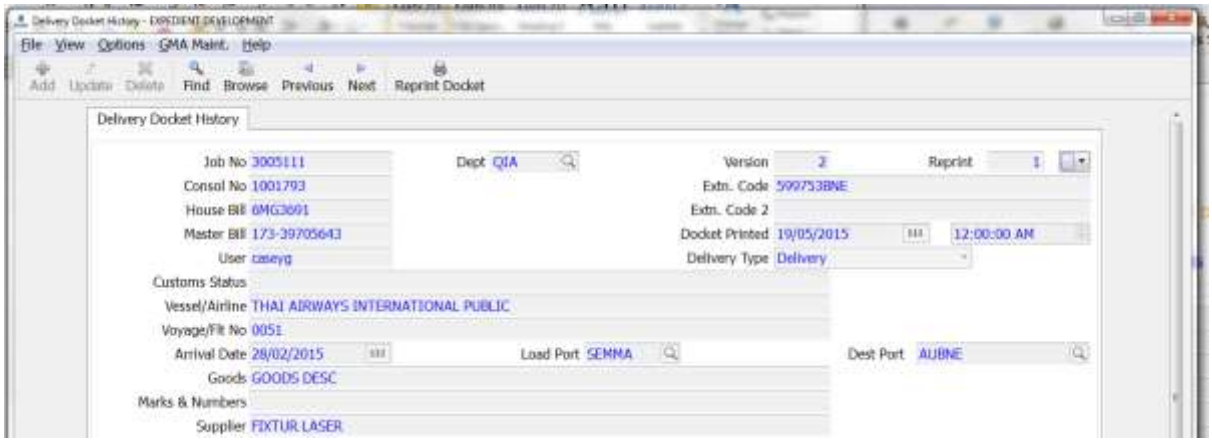
on carriers and goods are dealt with
age, handling and storage and those
1/06/2015 - 08:57:12 114.00 QIA

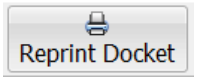
Data Drawn from: Job Registration – Delivery Details Tab – Delivery Job Note. 'Dangerous Goods' will appear where the Job is flagged as DG

Data Drawn from: Job Registration – Delivery Details Tab – Carrier Job Note

DELIVERY DOCKET HISTORY

Details of each Air and LCL/FAK Delivery Docket generated are stored. The docket information can be viewed from the Options menu in the Import Job Registration screen 'Delivery Docket History'.

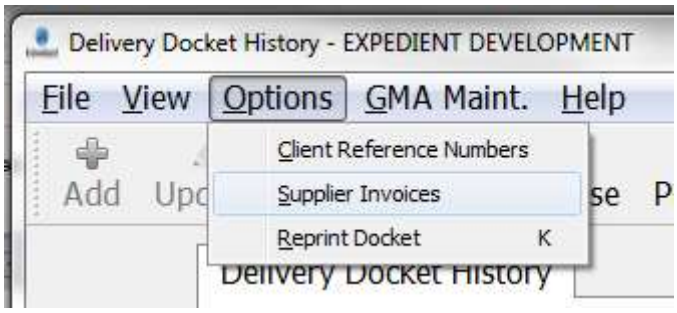


The Delivery Docket History screen allows you to view the details printed on the delivery docket and allows reprint using the 

toolbar button.

Each delivery docket has a version number and a reprint number e.g. 2.1. This means the House Bill had two deliver dockets and the second delivery docket was reprinted. This information appears in the footer of the printed document.

The Client References and Supplier Invoices listed in the Delivery Docket can be viewed using the Options menu in this screen.



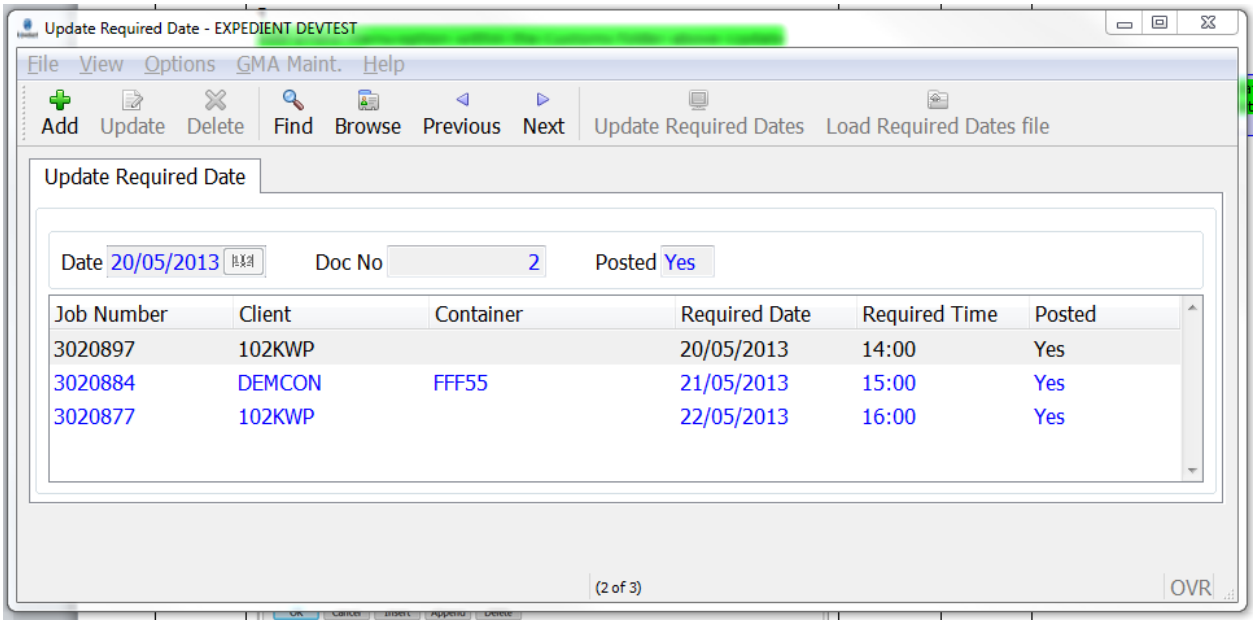
AIR UNDERBOND REQUEST

This option is available from the Air Import Job Registration screen and the Customs Job Registration screen, Options menus. This option is available for Air Import jobs where there is no Consol. This option is intended for use where a non-forwarder is required to move the air cargo underbond.

UPDATE REQUIRED DATE

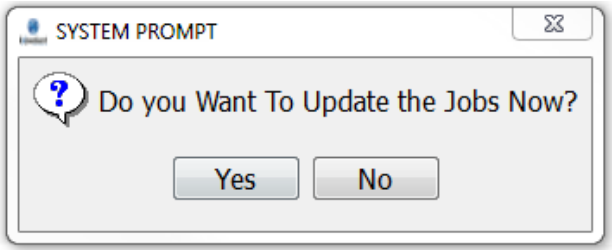
Expedient allows users to batch update Jobs in which Required Date and Times can be added. The below screens allows many jobs to be updated at the same time.

Required Dates and Times can be supplied for LCL, FCL and FCX jobs. Individual containers can be selected using the zoom button in the Container column.

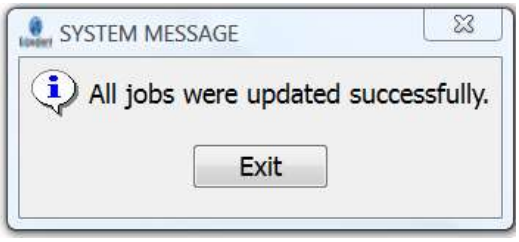

Update Required Date - EXPEDIENT DEVTEST
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Update Required Dates Load Required Dates file
Update Required Date
Date 20/05/2013 Doc No 2 Posted Yes
Job Number Client Container Required Date Required Time Posted
3020897 102KWP 20/05/2013 14:00 Yes
3020884 DEMCON FFF55 21/05/2013 15:00 Yes
3020877 102KWP 22/05/2013 16:00 Yes
(2 of 3)
OVR

Field Name	Description	Validation	Default
Date	This is the date the mass update is actioned	Mandatory	Today
Doc No	This is a reference number for the mass update	N/A	System Generated
Posted	This indicates whether the mass update has happened	N/A	System Generated
Job Number	This is the job number to be updated	Mandatory	Blank
Client	This is the client for the selected job	N/A	From Job Registration
Container	Use the to select from the containers registered for the job. Alternatively leave the container field blank to update all the containers for the job	Optional	Blank unless only one container exists for the job
Required Date	This is the client's required date for the job or selected container to be delivered	N/A	Blank
Required Time	This is the client's required time for the job or selected container to be delivered	N/A	Blank
Posted	This indicates whether the mass update has happened	N/A	System Generated

Once the user inputs the jobs and the Required Date and Time, Expedient will ask the following:



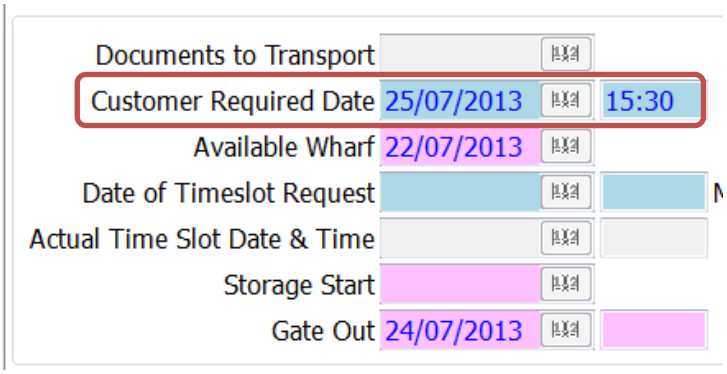
If the user answers yes then Expedient will immediately update the jobs and return the following:



If a job record is locked Expedient will not be able to update the job. This will display a “No” In the Posted column.

Once successfully completed the process updates the Required Date and Time in the Job Registration screen, Container Details tab

If the job is FCL or FCX the Required Date and Time will be updated in Container Management.



Load Required Dates File

The toolbar button, Load Required Dates file, in the Update Required Dates screen allows upload of a file containing Required Date and Time information. This can be used to provide the required date for LCL or FCL or FCX jobs. The file must be in the following format with the columns in the order indicated.

1. **Job Number (mandatory)**
2. Container Number (optional)
3. **Required Date (mandatory)**
4. Required Time (Optional)

Sample File

	A	B	C	D
1	3002323	ASDF0001001	3/04/2013	10:00
2	3002323	ASDF0001002	4/04/2013	11:00
3	3002323	ASDF0001003	5/04/2013	12:00
4	3002323	ASDF0001004	6/04/2013	13:00
5	3002323	ASDF0001005	7/04/2013	14:00
6	3002323	ASDF0001006	8/04/2013	15:00
7	3002323	ASDF0001007	9/04/2013	16:00
8	3002323	ASDF0001008	10/04/2013	17:00
9	3002323	ASDF0001009	11/04/2013	18:00
10	3002323	ASDF0001010	12/04/2013	19:00
11	3002323	ASDF0001011	13/04/2013	20:00
12	3002323	ASDF0001012	14/04/2013	21:00
13	3002323	ASDF0001013	15/04/2013	22:00
14	3002323	ASDF0001014	16/04/2013	23:00
15	3002323	ASDF0001015	17/04/2013	0:00
16	3002323	ASDF0001016	18/04/2013	1:00
17	3020884	R5555555	19/04/2013	2:00
18	3020875	MEU88866112	20/04/2013	3:00

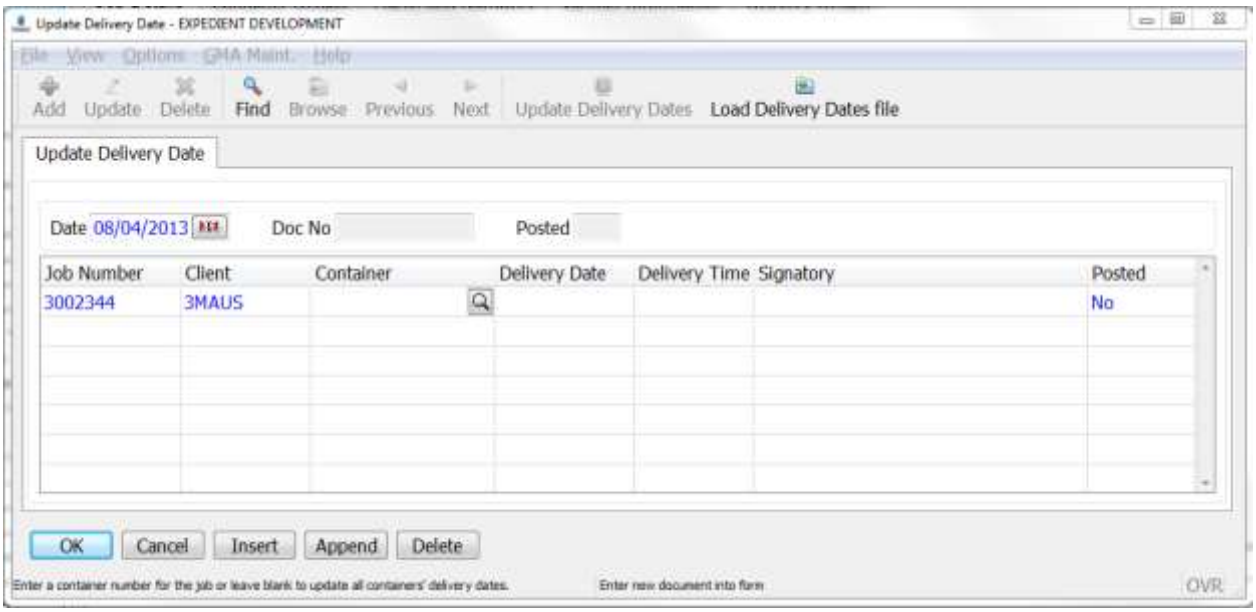
Expedient will check that the mandatory columns are present in the file. Expedient will also check that the job number provided is a valid job number.

The details of the file will be uploaded into the Update Required Dates Screen and can be further updated here before posting and updating the listed jobs.

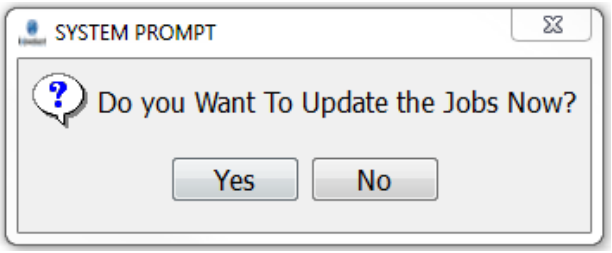
UPDATE DELIVERY DATE

Expedient allows users to batch update Jobs in which delivery dates are required. The below screens allows many jobs to be updated at the same time.

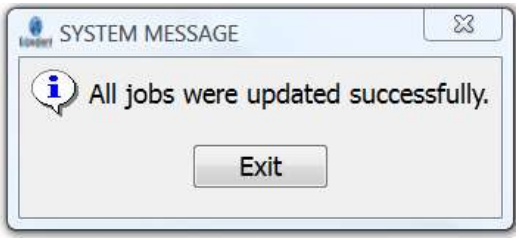
Delivery Dates can be supplied for Air, LCL and FCL jobs. Individual containers can be selected to provide a Delivery Date using the zoom button in the Container column.


Update Delivery Date - EXPEDIENT DEVELOPMENT
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Update Delivery Dates Load Delivery Dates file
Update Delivery Date
Date 08/04/2013
Doc No
Posted
Job Number Client Container Delivery Date Delivery Time Signatory Posted
3002344 3MAUS No
OK Cancel Insert Append Delete
Enter a container number for the job or leave blank to update all containers' delivery dates.
Enter new document into form
OVR

Once the user inputs the jobs and the Delivery Date and Time and the Signatory, then Expedient will ask the following:

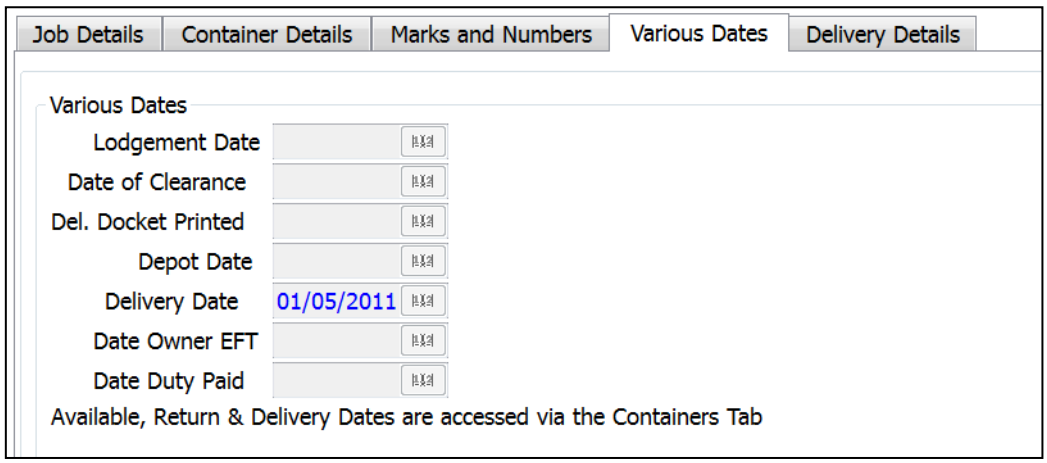


If the user answers yes then Expedient will immediately update the jobs and return the following:



If a job record is locked Expedient will not be able to update the job. This will display a “No” In the Posted column.

Once successfully completed the process updates the Delivery Date in the Job Registration screen. See below:



Any containers on the job will have the Delivery Date and Time inserted in the Container Details tab and if the job is FCL the Delivery Date, Time and Signatory will be updated in Container Management.

A CDD, Container Delivery Date, event will be created against each container and when the final container is delivered a DDEL, Date Delivered, event will be created for the whole job indicated the job has been fully delivered.

A 'DOD' event will be created for each job listed in the Update Delivery Screen. The event can be found in the Job Registration screen from the Options menu.

Load Delivery Dates File

The toolbar button, Load Delivery Dates file, in the Update Delivery Date screen allows upload of a file containing delivery date, time and signatory information. This can be used to provide the delivery date for air cargo, LCL or FCL or FCX jobs. The file must be in the following format with the columns in the order indicated.

1. **Job Number (mandatory)**
2. Container Number (optional)
3. **Delivery Date (mandatory)**
4. Delivery Time (Optional)
5. Signatory (Optional)

Sample File

	A	B	C	D	E
1	3002323	ASDF0001001	3/04/2013	12:01	C1
2	3002323	ASDF0001002	4/04/2013		C2
3	3002323	ASDF0001003	5/04/2013	14:01	
4	3002997		10/04/2013	10:10	C4
5					

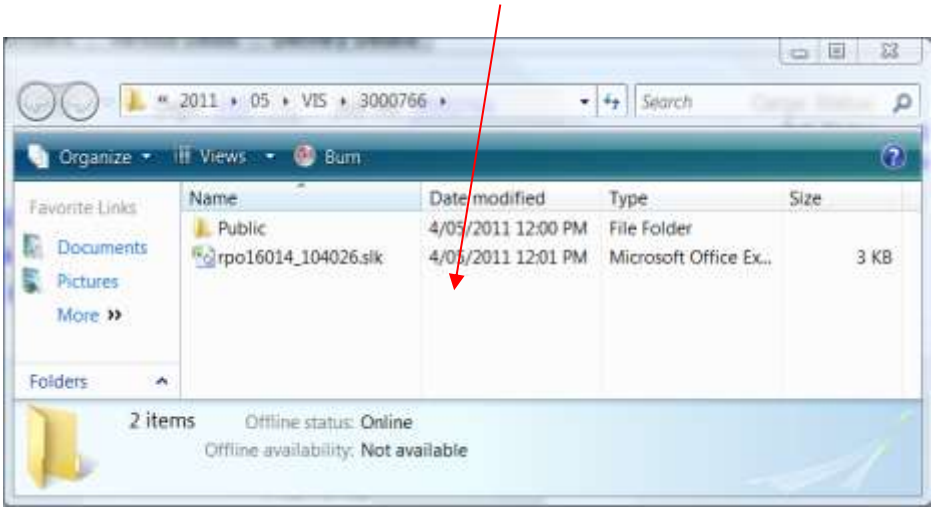
Expedient will check that the mandatory columns are present in the file. Expedient will also check that the job number provided is a valid job number.

The details of the file will be uploaded into the Update Delivery Screen and can be further updated here before posting and updating the listed jobs.

ATTACHING DOCUMENTS

Expedient allows users to attach any document type including Emails via the Doc's button on the Job Registration Screen:

Once a user clicks on the Doc's button a Windows Explorer window will display and default to the PRIVATE Directory for that Job. Documents in the PRIVATE directory are not viewable by Customers via the Web Portal. If there are documents that users wish Customers to view via the Web Portal, place all documents in the Public Sub-Directory, shown in the screen shot below



PROOF OF DELIVERY UPLOAD

Expedient will load pdf Proof of Delivery (POD) from a designated folder that an external party has sent the documents to. Expedient will process the documents according to the filename and send the POD pdf to the Public Documents folder for the relevant job. Please contact Expedient Software if you would like to use this facility.

The filename for the POD pdf file must conform to the following format

JobPOD_<order number>-<containerkey>_<Container Number>_<Expedient Job Number>_<timestamp>

The format for the timestamp must be YYYYMMDDHHMMSS

On receipt of the pdf file to the specified folder the system will check that a job exists matching the job number and the container number in the filename. If the job number and container number are found the file will be saved to the Public Documents folder for the Job and a POD event is created in the Job for the container.

If there is problem matching either the job number or container number Expedient will send a message to designated recipients to advise of the problem allocating the file. The file will be placed in a designated 'Rejected' folder so that the file can be checked and attached to the correct Expedient Job Documents folder manually.

PRINT LABELS

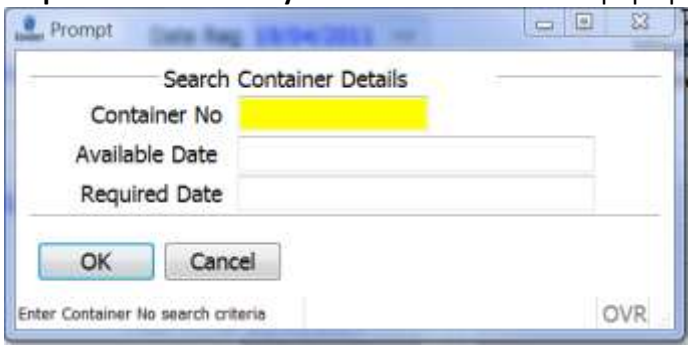
This option is available from the More Options menu in the Job Registration screen.

COPY JOB

Once users have completed the Job Registration Creation process, the copy job function can be utilised. This is selected via the Options Toolbar – More Options – Copy Job. This copies all of the job information to a new Job Number, **excluding** any Notes, Container, Attachments, and Charges except where the Job Type is LCL/FAK then the container number, Type, ISO Type and Seal Number will be copied to the new job.
This function will also notify the user if they would like to copy the Consol No over at the same time.

CONTAINER SEARCH

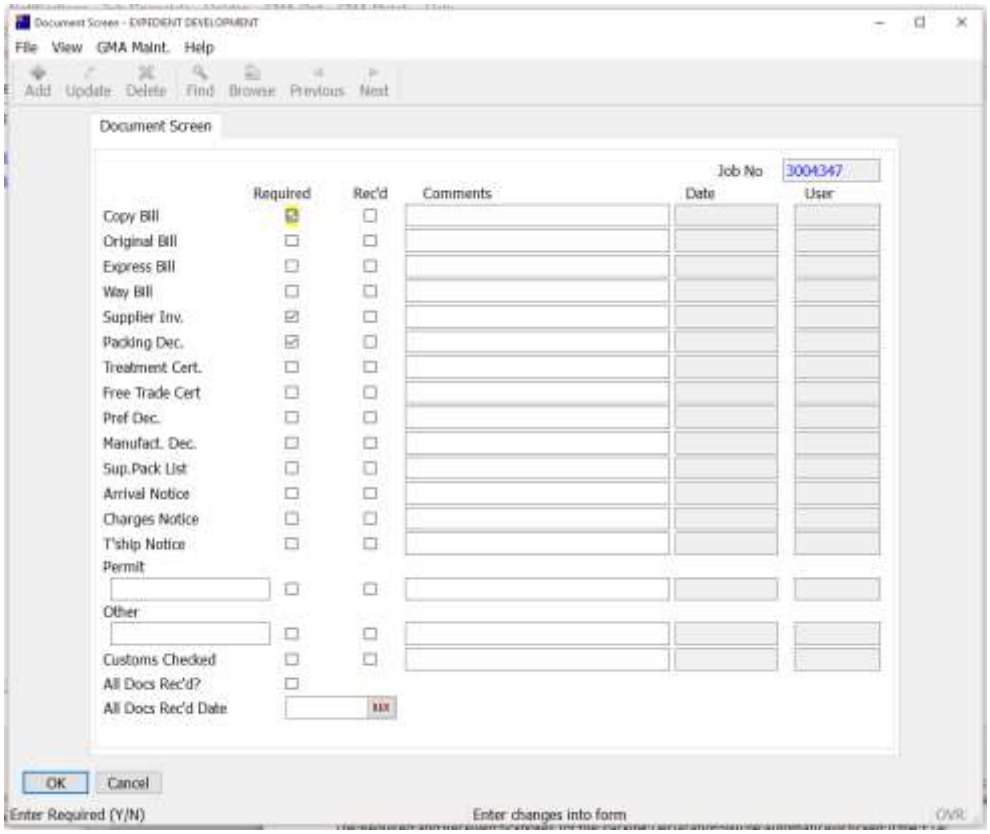
There will be occasions whereby users will need to find a job with a specific container. From the **Job Registration Screen, select Options – Find Jobs by Container.** This will then pop up a screen, see below:



If the container number returns more than 1 job then the Registration Screen will display (1 of XX) at the bottom of the screen.

DOCUMENT SCREEN

This screen allows users to select which Documents are required and of those documents which have been received, see below screen. This information is reported in the below notifications section and there is also an Automated Report in the Automatic Reports Module that can be set up to remind users/customers that documents have not yet been received. See Report Codes: MISSDOCS01, 02 and 03.

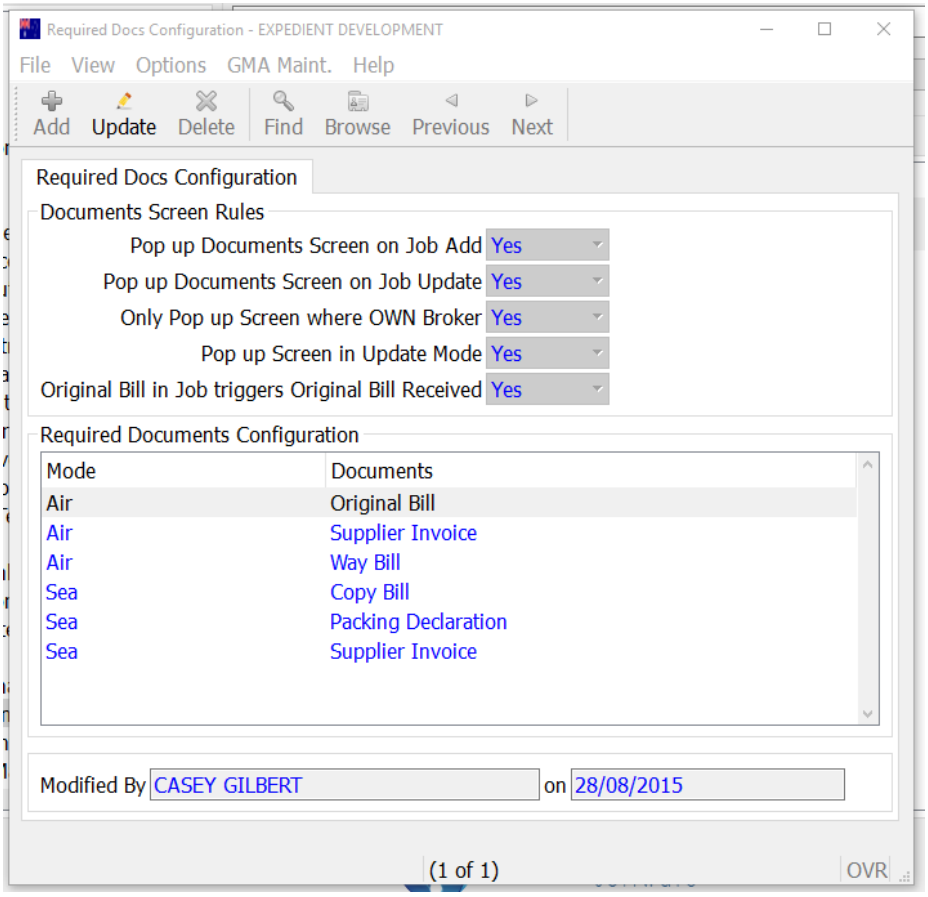


The Date and User fields are automatically populated with the User and today's date when Documents are ticked as Received or comments are added.

When the final required document is ticked as received the All Docs Rec'd tickbox and Date will be populated. If another document is subsequently ticked as required the All Docs Rec'd tickbox and Date will be cleared.

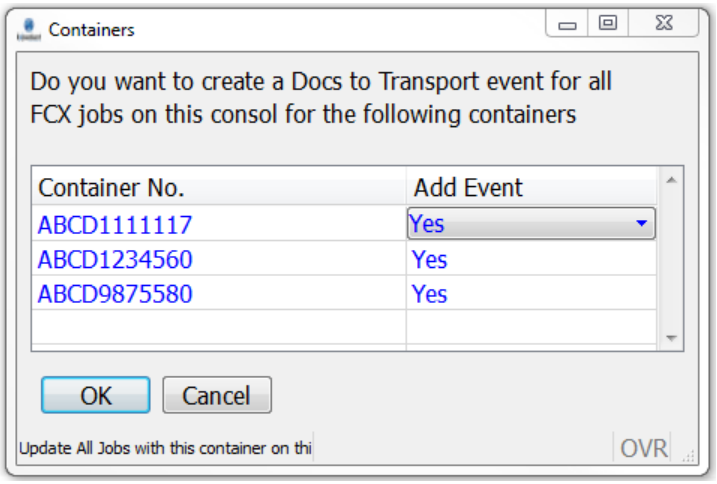
The Required and Received tick boxes for the Packing Declaration will be automatically ticked if the ETA Destination date for the Job is within the validity range for the Annual Packing Declaration Documents, LAP and FAP, for your client and their Supplier.

The Documents that are always required for Sea and Air jobs can be selected to always be ticked as required in the Administration>Company Details Menu>Required Docs Configuration screen. The ability for the Documents Screen to automatically pop up when Jobs are Added or Update, or for Brokerage Jobs only can also be set in this screen.

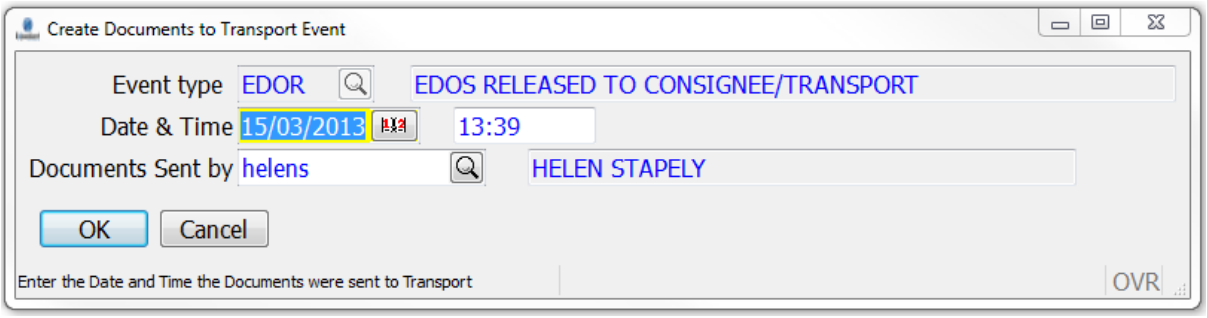

Required Docs Configuration - EXPEDIENT DEVELOPMENT
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next
Required Docs Configuration
Documents Screen Rules
Pop up Documents Screen on Job Add Yes
Pop up Documents Screen on Job Update Yes
Only Pop up Screen where OWN Broker Yes
Pop up Screen in Update Mode Yes
Original Bill in Job triggers Original Bill Received Yes
Required Documents Configuration
Mode Documents
Air Original Bill
Air Supplier Invoice
Air Way Bill
Sea Copy Bill
Sea Packing Declaration
Sea Supplier Invoice
Modified By CASEY GILBERT on 28/08/2015
(1 of 1)
OVR

CREATE DOCS TO TRANSPORT EVENT

Where the import Job Type is FCL or FCX this option creates the Documents to Transport Event. If a container exists against multiple FCX jobs in the consol the job is linked to, a window will popup allowing the user to select the containers to create the event for.


Containers
Do you want to create a Docs to Transport event for all FCX jobs on this consol for the following containers
Container No. Add Event
ABCD1111117 Yes
ABCD1234560 Yes
ABCD9875580 Yes
OK Cancel
Update All Jobs with this container on thi
OVR

After selecting the container/s enter the details of when the Documents were sent to Transport and who sent them.



The fields will default to the current user and the current date and time. These can be updated.

On OK the event will be created against the Job, and other FCX jobs in the same consol with the same container, displaying the container number as the reference.

Type	Description	Date	Time	Reference	User	Manual
EDOR	EDOS RELEASED TO CONSIGNEE/TRANSPORT	15/03/2013	1339	MEUA8173696	HELEN STAPELY	Y
EDOR	EDOS RELEASED TO CONSIGNEE/TRANSPORT	15/03/2013	1339	BH717166	HELEN STAPELY	Y

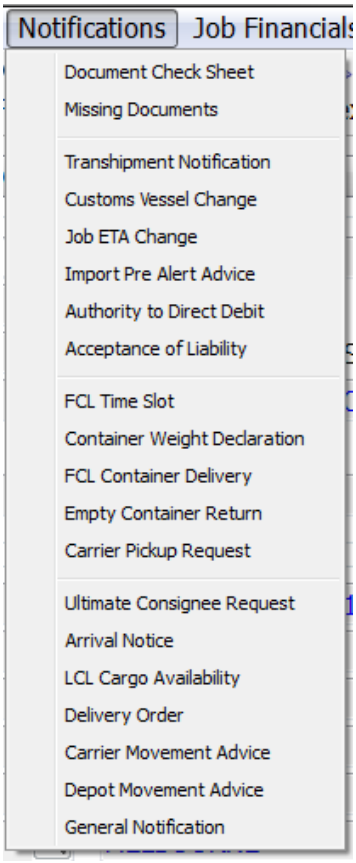
The Container Management system will also be updated for each container on the job, and each container that appears in the same FCX jobs in the Consol to show the Date the Documents were sent

CUSTOMER NOTES

Use this option to view the notes added against the Customer Masterfile.

NOTIFICATIONS

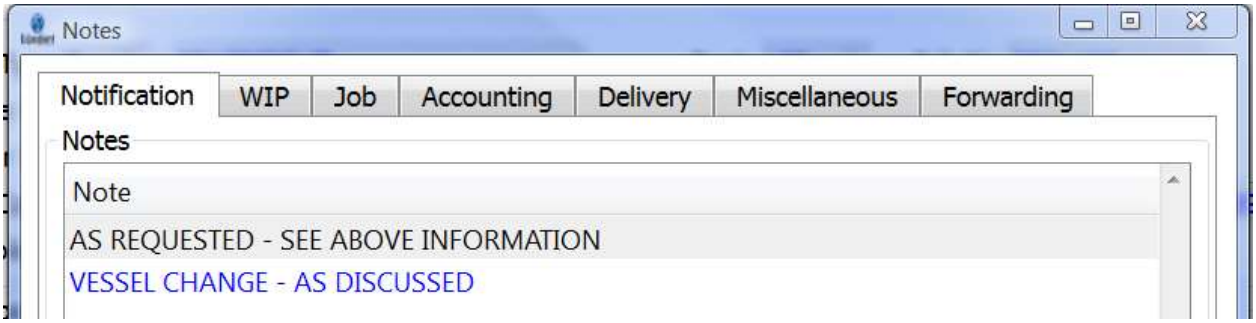
Within the Job Registration Screen under the Notifications Toolbar there are a series of notifications that inform various parties about shipment information. See below for a list of standard notifications that are available:



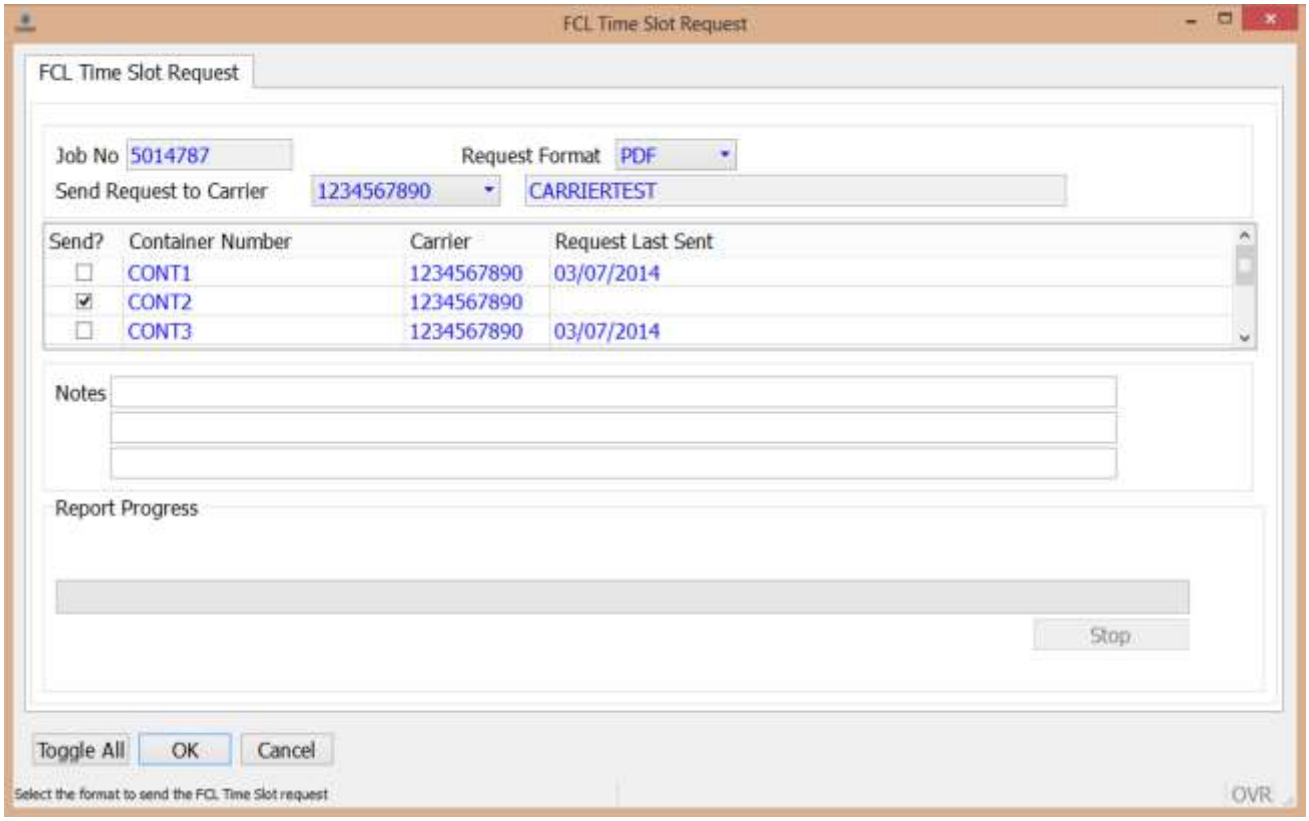
Document Check Sheet – This is an internal document that displays which Documents are required but not yet received.

Missing Documents – This is a notification that can be sent to customers/agents informing them of which documents have not yet been received. This draws data from the Documents Screen above. This is also available to be set up as an Automatic Report.

General Notification – This is a general notification that allows users to input data in the Job Notes Section in the Notification Tab. Any information in this screen will print on the Notification.



FCL Time Slot This option provides the ability to create a request to Transport to pick up full import containers from the terminal for delivery. The screen displays all the containers registered for the job and indicates the carrier assigned at job level or container level.



Field Name	Description	Validation	Default
Job No	This is the Job Number that the FCL Time Slot request will be sent for	Mandatory	Defaults from Job Registration Screen
Request Format	Format Selection: PDF, XLS or CSV which can be edited in Excel.	Mandatory	PDF
Send Request to Carrier	This pull down list shows all the carriers that have been assigned to containers in the job either at job level or at container level. Select from the list which carrier you are sending the FCL Time Slot request to	Mandatory	First carrier in the list
Send?	Select to send the FCL Time Slot Request for the container on the line by clicking in the tick box. This box is ticked if the carrier for the container matches the carrier the request will be sent to. This box will be unticked if the carrier has already been sent the Time Slot request for the container	Optional	Conditional
Container Number	This is the container registered to the Job	Mandatory	Defaults from Job Registration Screen

Field Name	Description	Validation	Default
Carrier	Customer Code for the Carrier assigned to the container at either the job level in the Delivery Details tab or at container level in the Container Delivery Details screen	Optional	Defaults from Job Registration Delivery Details or Container Delivery Details
Request Last Sent	This indicates the date the FCL Time Slot Request was last sent. If this column is blank the FCL Time Slot Request has not been sent to a carrier.	Optional	System Generated
Notes	Add text here to appear in the PDF version of the FCL Time Slot Request	Optional	Blank
Toggle All	This button allows all the containers with a carrier than matches the selected Request Carrier to be ticked in one action. This button can also deselect all in one action	N/A	N/A

Sample CSV Format (FCL Time Slot Request)

The CSV report includes container type, vessel, availability date information, the delivery address and Carrier Instructions for each container.

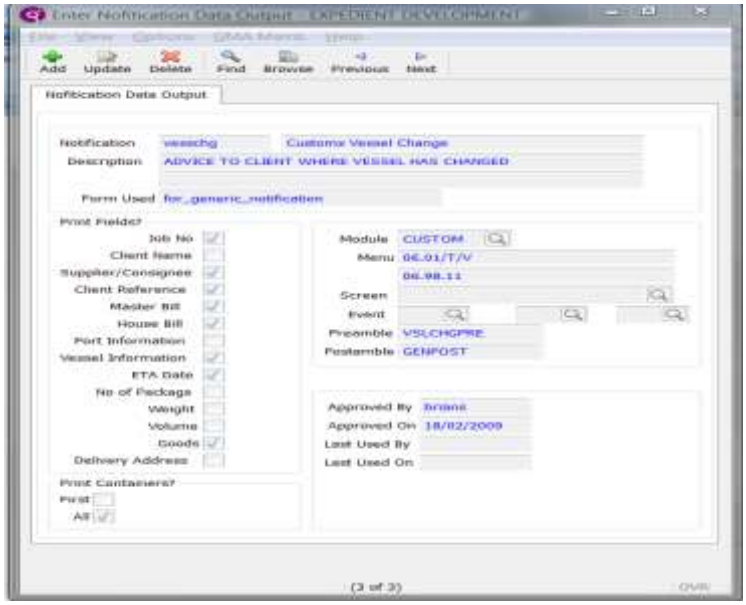
Sample XLS Format (FCL Time Slot Request)

The Report in XLS format is the same details that are shown in the CSV format. It is just a different format.

EDITING NOTIFICATIONS

Expedient allows users to modify the data that prints out on each of the forms, along with what wording appears on the notifications.

The below screen is accessed via the Administration Menu – Company Details – Generic Notifications Regist.



CHANGING WORDING

The PREAMBLE and POSTAMPLE information can be modified in Menu Administration – Company Details Menu – Input Terms Printouts. See the below example of the Customs Vessel Change Pre-Ample data. And the actual Vessel Notification Print out.

TO	DEMONSTRATION PTY LTD
ATTENTION	KERRY
FAX NUMBER	0396447250
FROM	SCOTT CRAVEN scottc@gmaaust.com.au
DATE	09 April 2010

GAVIN MILLMAN & ASSOC.
53 McCormack STREET
PORT MELBOURNE, VIC 3333
Tel:(03) 9354 1111
Fax:(03) 9354 2222
A.B.N.52006246260
Web:www.gmaaust.com.au

Customs Vessel Change

Advice has been received that this shipment will be arriving on a different vessel. Particulars relating to the shipment are listed below.

OUR REF:	3905687
SUPPLIER:	
YOUR REF:	TEST
ALT REF:	3905687
MAWB:	BKM-ASTER
HOUSE BILL:	
AIRCRAFT:	QANTAS AIRWAYS LIMITED 123
ETA DATE:	
GOODS:	

If you have any questions regarding this notification please contact your local GMA representative.

Notes: fsfasdfsdfasdfsafasdfasdfasfdasd

JOB FINANCIALS (ACCOUNTING MODULE ONLY)

The Job Financial Screen, available from the Job Financials menu, allows users to view all financial transactions of a job. The screen displays Billing Information, Creditors Invoices, Direct Cheques, and Journal (Profit) information.

Once you have selected a Job you will be presented with the following screen. See below:

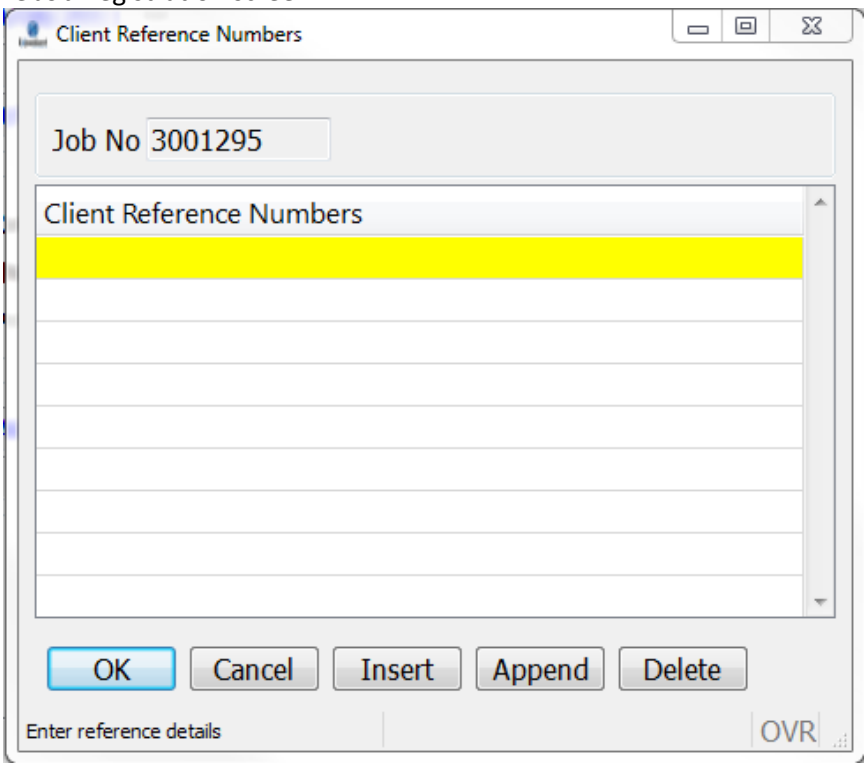
Total Profit on the Job
Money paid out of your account to a 3rd party for that Account
This is the Journal Amount (either Profit or Loss) for that account
Paid + Journal
This is the amount that was billed to the 3rd Party
This should be zero for billable items

The Job Financial Screen allows users to view the following additional information:

- Billing Information (Invoices)
- Cheque Costs (Direct Cheques)
- Creditor Costs (Creditor Invoices)
- Journals
- Notes

ADD/VIEW CLIENT REFERENCE NUMBERS

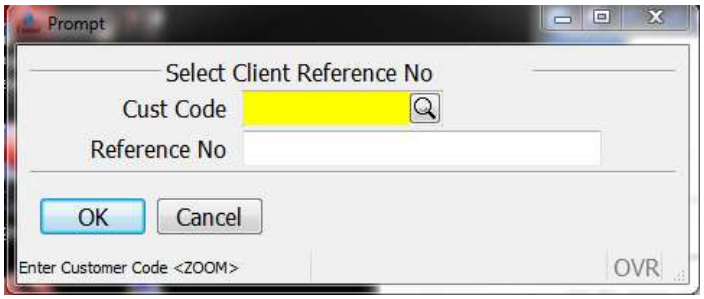
This option allows the addition and update of client reference numbers to a Job. This is available from the Options menu in the Job Registration screen.



Any client reference numbers entered in this screen can be searched for in next option, Find Jobs by Client Reference Number.

FIND JOBS BY CLIENT REFERENCE NUMBER

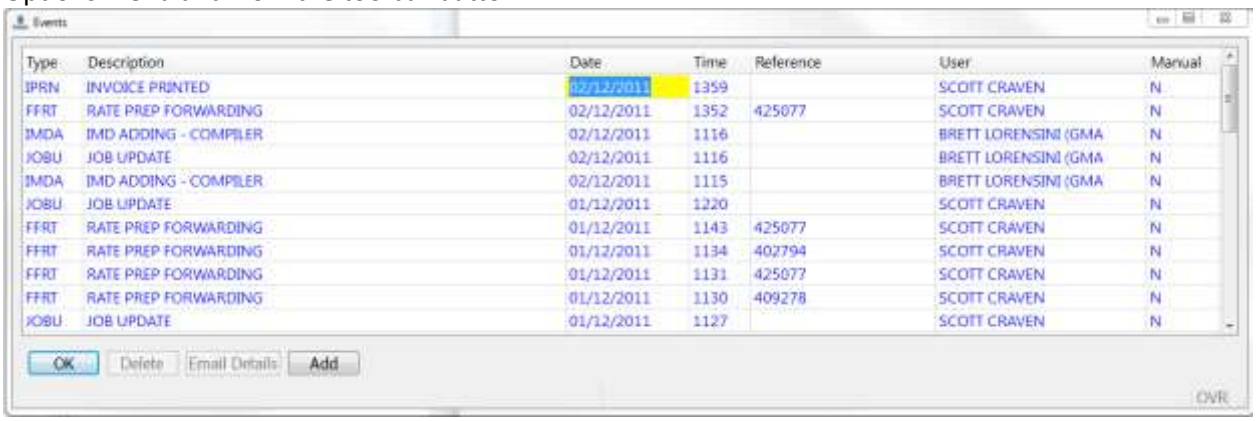
Use this option to search by Client Reference Number. The client reference must have been added against a job number in the Add/View Client Reference Numbers screen.



The Cust Code field is optional. If you have only the client reference number this option can be used as a quick way to search during a client enquiry.

EVENTS

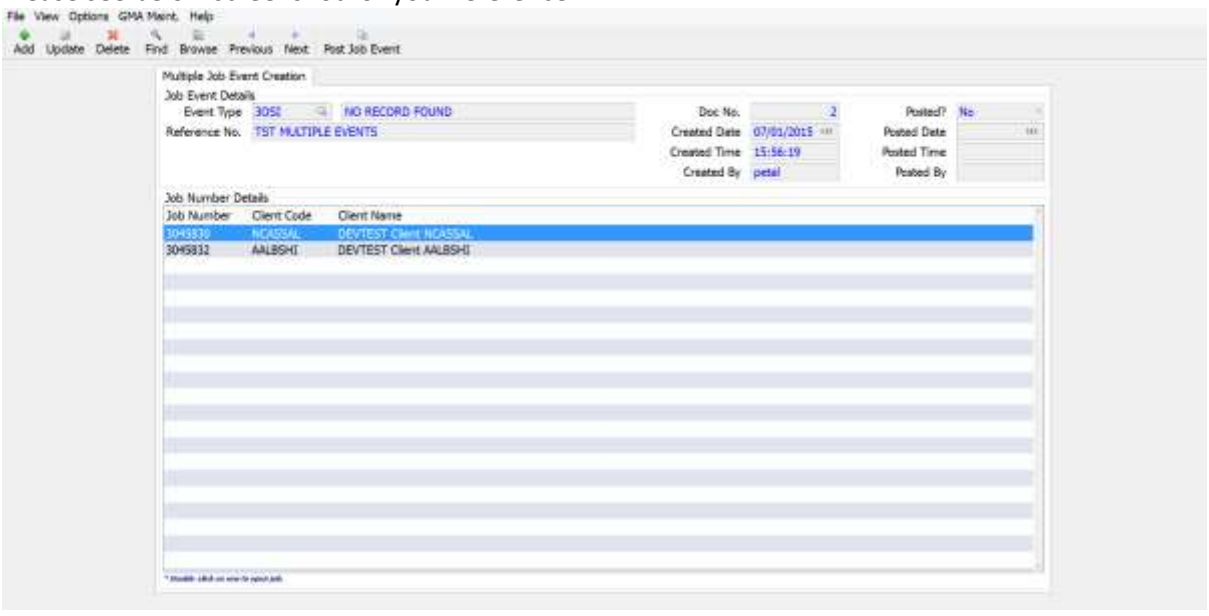
This option provides the history of job in date descending order. The list of events is available from the Options menu and from the toolbar button.


Events
Type Description Date Time Reference User Manual
IPRN INVOICE PRINTED 02/12/2011 1359 SCOTT CRAVEN N
FFRT RATE PREP FORWARDING 02/12/2011 1352 425077 SCOTT CRAVEN N
IMDA IMD ADDING - COMPILER 02/12/2011 1116 BRETT LORENSINI (GMA N
JOBU JOB UPDATE 02/12/2011 1116 BRETT LORENSINI (GMA N
IMDA IMD ADDING - COMPILER 02/12/2011 1115 BRETT LORENSINI (GMA N
JOBU JOB UPDATE 01/12/2011 1220 SCOTT CRAVEN N
FFRT RATE PREP FORWARDING 01/12/2011 1143 425077 SCOTT CRAVEN N
FFRT RATE PREP FORWARDING 01/12/2011 1134 402794 SCOTT CRAVEN N
FFRT RATE PREP FORWARDING 01/12/2011 1131 425077 SCOTT CRAVEN N
FFRT RATE PREP FORWARDING 01/12/2011 1130 409278 SCOTT CRAVEN N
JOBU JOB UPDATE 01/12/2011 1127 SCOTT CRAVEN N
OK
Delete
Email Details
Add
OVR

MULTIPLE JOB EVENT CREATION

This screen is available from the Sundry Module and allows the user to update a Single Event Type and associated Reference No. against multiple Job Numbers in one action.

Please see below screenshot for your reference.


File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Post Job Event
Multiple Job Event Creation
Job Event Details
Event Type 3DSI NO RECORD FOUND
Reference No. TST MULTIPLE EVENTS
Doc No. 2
Created Date 07/01/2015
Created Time 15:56:19
Created By petal
Posted? No
Posted Date
Posted Time
Posted By
Job Number Details
Job Number Client Code Client Name
3045830 NCASSAL DEVTEST Client NCASSAL
3045832 AALBSHI DEVTEST Client AALBSHI

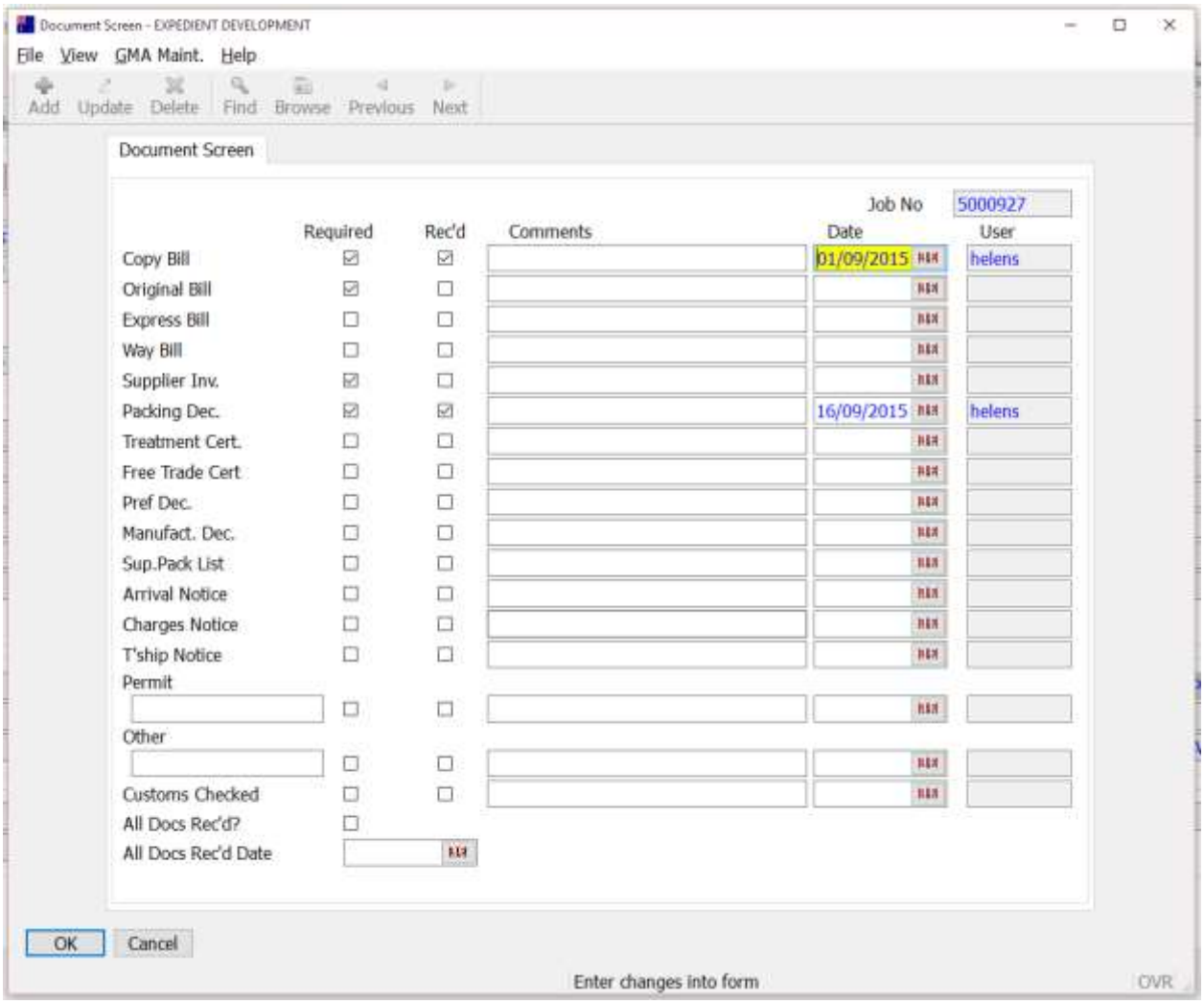
Field Name	Description	Validation	Default
	Job Event Details Group		
Event Type	Select the zoom to access the list of Event Types. The Event selected, will then be applied against the Job Number listed in the Job Number Details Group once Posted.	Mandatory	Blank
Reference No.	Enter a Reference Number that is associated with the Event selected. This will then be applied against the Job Number listed in the Job Number Details Group once Posted. Accept max. 20 characters.	Optional	Blank

Field Name	Description	Validation	Default
Doc No.	Internal Reference Number. Generated when the record is Saved. Read-Only field.	System Generated	Unique Document Number
Created Date	Date the record was created. Auto-populates in ADD Mode. Read-Only field.	System Generated	Current Date
Created Time	Time the record was created. Auto-populates in ADD Mode. Read-Only field.	System Generated	Current Time
Created By	UserID who created the record. Read-Only field.	System Generated	N/A
Posted?	Indicates if the record has been Posted. Yes and No values. Read-Only field. NOTE: You cannot UPDATE or DELETE a Posted Entry.	System Generated	N/A
Posted Date	The Date the record was Posted. Read-Only field.	System Generated	N/A
Posted Time	The Time the record was Posted. Read-Only field.	System Generated	N/A
Posted By	The UserID that Posted the record. Read-Only field.	System Generated	N/A
	Job Number Details Group		
Job Number	Manually enter the Job Number that you want to apply the Event Type too. NOTE: You can amend the Job Numbers added via the Insert, Append and Delete buttons shown at the foot of the screen. NOTE: Once the record has been saved, you can double click on the row and it will direct the user to the Job No selected.	Mandatory	Blank
Client Code	Auto-populated when the Job Number is entered. Read-Only field.	Mandatory	Retrieved from associated Job
Client Name	Auto-populated when the Job Number is entered. Read-Only field.	Mandatory	Retrieved from associated Job
	Action Buttons		
Post Job Event	When this button is selected, it will then apply the Event to the Job Numbers listed in the Job Number Details Group. It will change the indicator in the 'Posted?' Field from No to Yes. The record will still exist in this screen as a view only. The user can view the Entry added via the View/Add Events window in the Import Job screen. NOTE: You cannot UPDATE or DELETE a Posted Entry.		

Field Name	Description	Validation	Default
OK Button	When the OK button is selected, you have the option to Post the entry each time the record is Saved. The following message will be shown: *"Do you wish to post this job event now?"* If YES, then the record will be Posted and the 'Posted?' field will show YES, along with the Posted Date, Posted Time and Posted By fields being populated. If NO, then the record will be Saved but NOT Posted and the 'Posted?' field will show NO.		

MISSING DOCUMENTS NOTIFICATIONS

The Missing Documents Notification draws information from the Documents Screen which is accessible from the Options menu in the Job Registration screen. The below screen allows users to input what documents are Required and Received:



Based off the above information, the Missing Documents Notification prints any Document that has a required Tick and does not have a Rec'd Tick, and does not have an All Docs Rec'd tick. See below for a printed copy of the Missing Documents Notification:

TO TEST ONLY CUSTOMER
ATTENTION KEVIN ANDERSON
FAX NUMBER 03964472
FROM SCOTT CRAVEN scott@expedientsoftware.com.au
DATE 16 February 2011

NORMAL NAME 1
53 McCormack STREET
PORT MELBOURNE VIC 3207
Tel (03) 9264 1111
Fax (03) 9264 2222
A.B.N 52006246260
Web www.gmaaust.com.au

Expedient software

Missing Documents Advice

We are unable to complete the customs clearance of your shipment because we do not have all the necessary documents.

Your urgent attention in supplying these documents will avoid delays and unnecessary storage charges.

OUR REF:	3000620
SUPPLIER:	BUSAK SHAMBAN PTE LTD
YOUR REF:	
MASTER BILL:	HHHHHHHH
HOUSE BILL:	HOUSB
PORT OF LOADING:	LOS ANGELES
PORT OF DESTINATION	SYDNEY
VESSEL:	BAHIA GRANDE 107S
ETA DATE:	21/03/2011
PACKAGES:	10
WEIGHT:	11.00 KG
MEASURE:	11.00 M3
GOODS:	
NOT RECEIVED:	Copy Bill Arrival Notice

If you have any questions regarding this notification please contact your local representative.

This Document screen can be set to pop up automatically when adding or updating a job if there are missing documents for the Job or if no required documents have been added to the job. This screen can be set to pop up in UPDATE mode for quicker update, and for only jobs where you are the Broker.

LINK ORDERS

This facility links orders to jobs and is used in Order Tracking.

LINK SHIPMENTS

This link appears where Order Tracking exists for the Client on the Job with either Part or Order Tracking at Shipment Header Level. Any shipments that have not already been assigned a Job for the Client are listed with the older ETA Destination at the top. Double click to select a Shipment to link to the Job. The Shipment will be automatically Confirmed if it is not already.

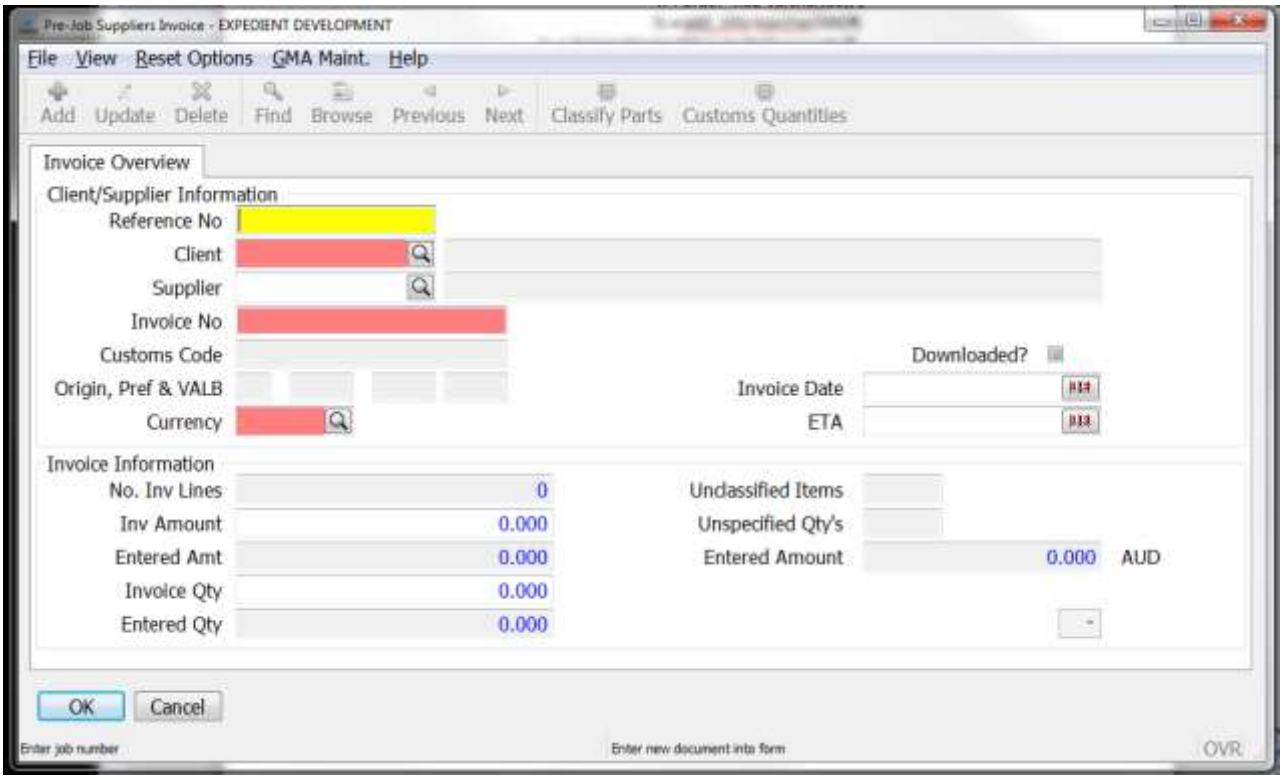
DELETING A JOB

This is not a function that users can perform. The GMA recommendation is to alter the customer code to DELJOB (ensure this code is set up in the Customer Masterfile)

Creating a Pre-Job Supplier's Invoice

If you have not yet created a job but have the related Supplier's Invoice, you can create a Pre-Enter Supplier's Invoice. This is accessed via menu: **Customs Clearance/Tariff Class – Pre Enter Suppliers Invoice**

By clicking the Add button or typing A will place the cursor in the input screen in Add Mode. See below:



Enter the details of the invoice using a Reference No relevant to your users e.g. the House Bill number or another external reference that can be used to search for the Supplier Invoice when it is linked to a new Job in Expedient.

Once a job is created for the relevant customer, it is then possible to perform a zoom on the Invoice Number field in the Supplier's Invoice Screen to look up the Pre Job Supplier's Invoice.

INVOICE REPORT

This CSV report lists details of all the invoice lines in the Pre-Job Invoice. Unclassified parts are highlighted where the TLF is '*****'. Refer to Bulk Classification using the Unclassified Items report to classify parts using this report.

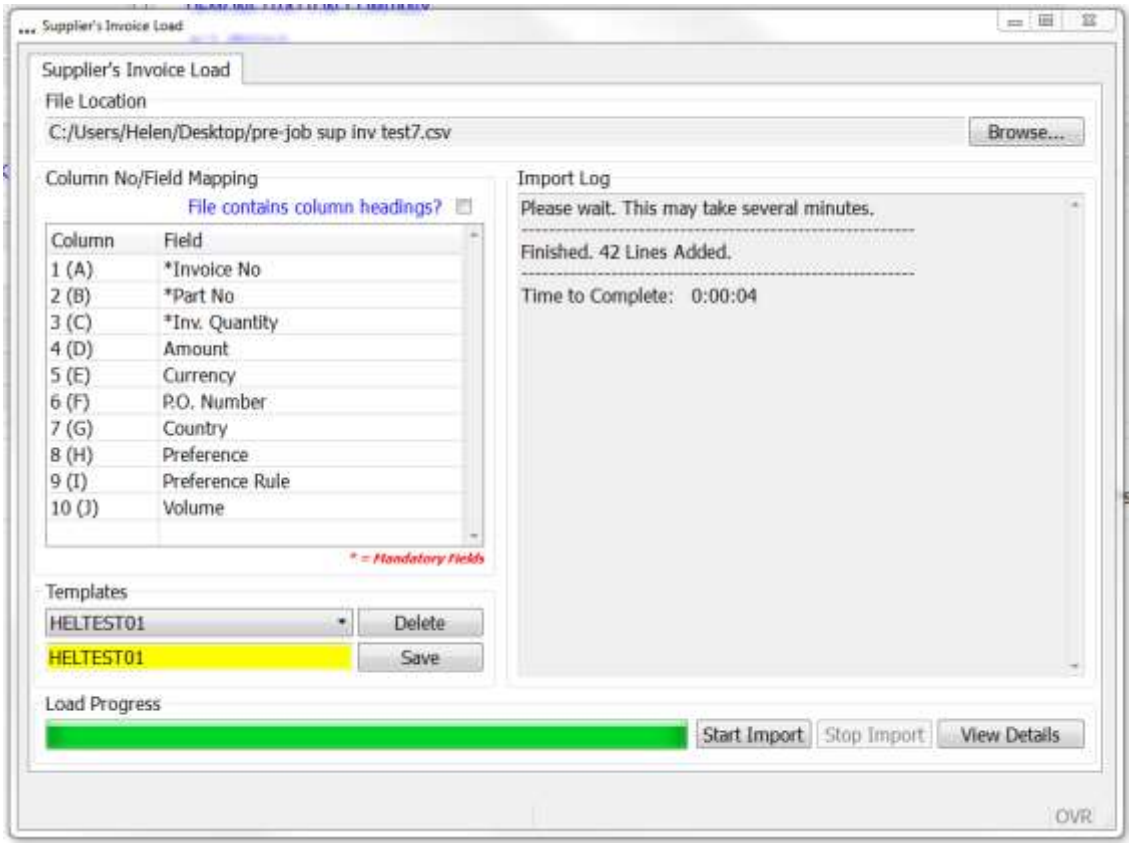
LOAD FILE FEATURE

You are able to load a CSV file or a text file from your desktop directly into the Pre-Job Supplier Invoice screen. To use this feature: Enter the Reference Number, Client and Supplier. Once you are in the Invoice No field you can click on the Load File button that appears on the lower area of the screen.

The format for the CSV file is configured in this screen.

Select a pre-existing template for the load file or create a new template. The templates must include all the mandatory columns, which are indicated with a '*' in the name.

The columns can be in any order.



Field Name	Description	Validation	Default
File Location	User the Browse button to locate the file in your system	Mandatory	Blank
Column	This indicates where the column is found in the file. Select from the pull down list.	Mandatory	Blank
Field	This is the information contained in the column. Select a column from the pull down list. '*' indicates that the column must be included in the file template.	Mandatory	Blank
Templates	This is the list of available templates. If you want to set up a new template enter the name of the new template in the field below and Save. Use Delete to remove unwanted templates.	Mandatory	Default

You can then browse to the required CSV file and click on the Start Import button. The file will then be read into the screen line by line. If the program detects an error you will get a message explaining the problem, **however no further lines of the file will be processed after this error** (i.e. there are 10 invoice lines in the file, but the system detects a problem on line 5, only the first 4 lines will be loaded). If errors are detected you will probably want to cancel the invoice you are adding, fix the errors in the file, and then start the load process again.

The Import Log will display a summary of the details loaded. Use View Details to see more in depth information.

RULES:
The Country of Origin, if provided, must be in two digit ISO format (i.e.: CN for China) - PREFERENCE and PREFERENCE RULE, if provided, must be the same codes as used by Australian Customs.

- The file must contain one invoice line per file line.
- Quantity and Amount fields must contain only numbers or decimal point (no dollar signs).
- The file must contain only ONE Pre-Job Supplier Invoice.
- Each Invoice line must be in the same currency.
- Case is not important; the system will convert all values to Upper Case.

EMAIL FILE FEATURE
You can email the Supplier's invoice using the CSV file format.
Firstly ensure you have an email address setup to accept these files: impinv@<yourdomain>.com.au

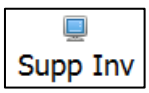
The file needs to be CSV format, NOT Excel, txt, doc, etc. Only the specified fields can be used.

The order must be:

Column	Description	Validation
A	Client Code	Mandatory
B	Invoice Number	Mandatory
C	Part number	Mandatory
D	Part Description	Mandatory
E	Qty	Mandatory
F	Line Amount	Mandatory
G	Country	Optional
H	Preference	Optional
I	Order Number	Optional
J	Shipment Ref	Optional
K	Currency	Optional

The file needs to be CSV format, NOT Excel, txt, or doc. Only the specified fields can be used.
Columns A to F are mandatory. If something is not valid, the user will get an email from the system detailing what line produced the error and which column was at fault. Please allow up to 30 minutes for file to process. An email will be sent to the sender after the file has been successfully completed or if there were errors in loading the data. Please allow up to 30 minutes for file to process. An email will be sent after load to the sender.

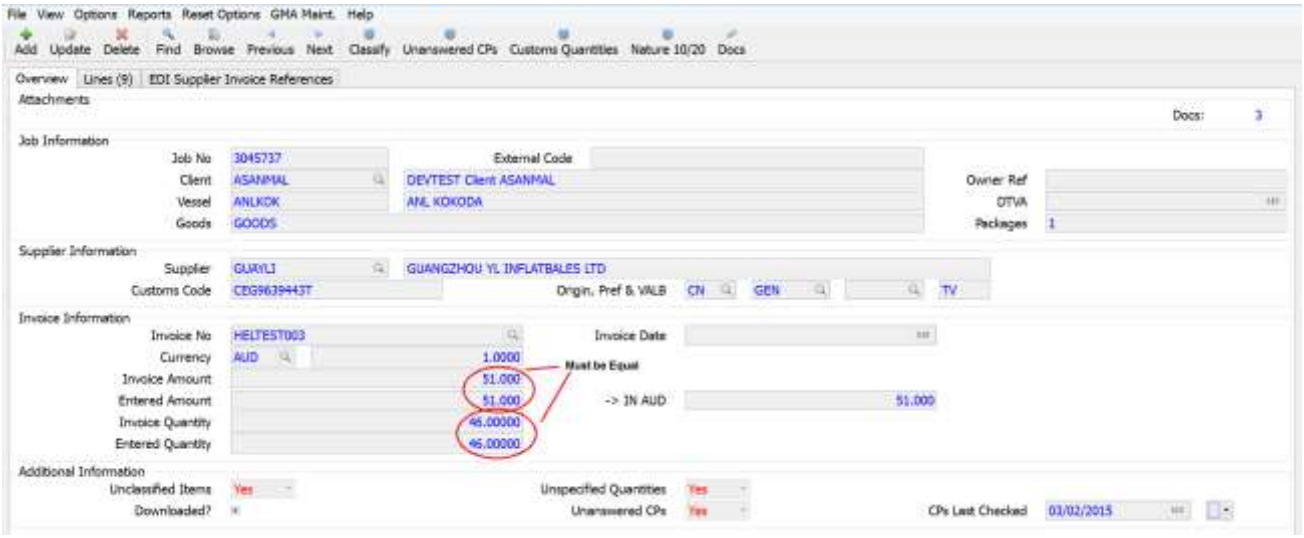
Creating a Supplier Invoice
After you have created a job, you can create a Supplier Invoice. This can be performed in 2 ways.
The first method is directly from the Job Registration Screen. From this screen ensure you have the job you want to link the Supplier Invoice to. Click on the Supplier Invoice Button on the Toolbar from this screen, see below:



The second method is via menu: Customs Clearance/Tariff Class - Supplier Invoice. This option is also available from the Options menu in the Job Registration screen.

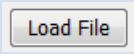
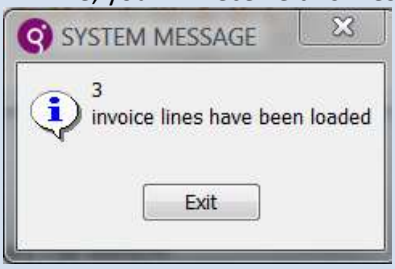
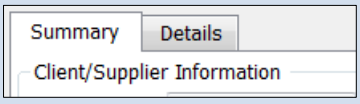
By clicking the

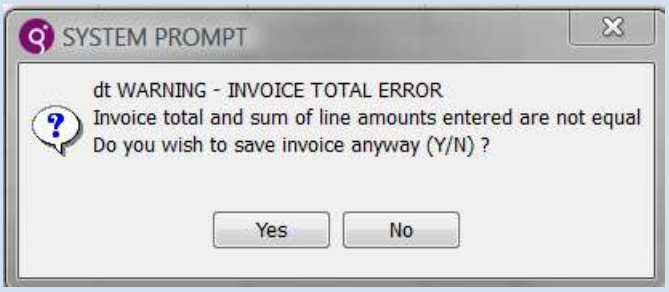
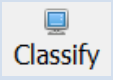
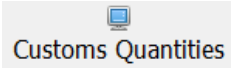
button or typing A will place the cursor in the input screen in Add Mode. See below:

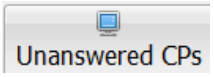


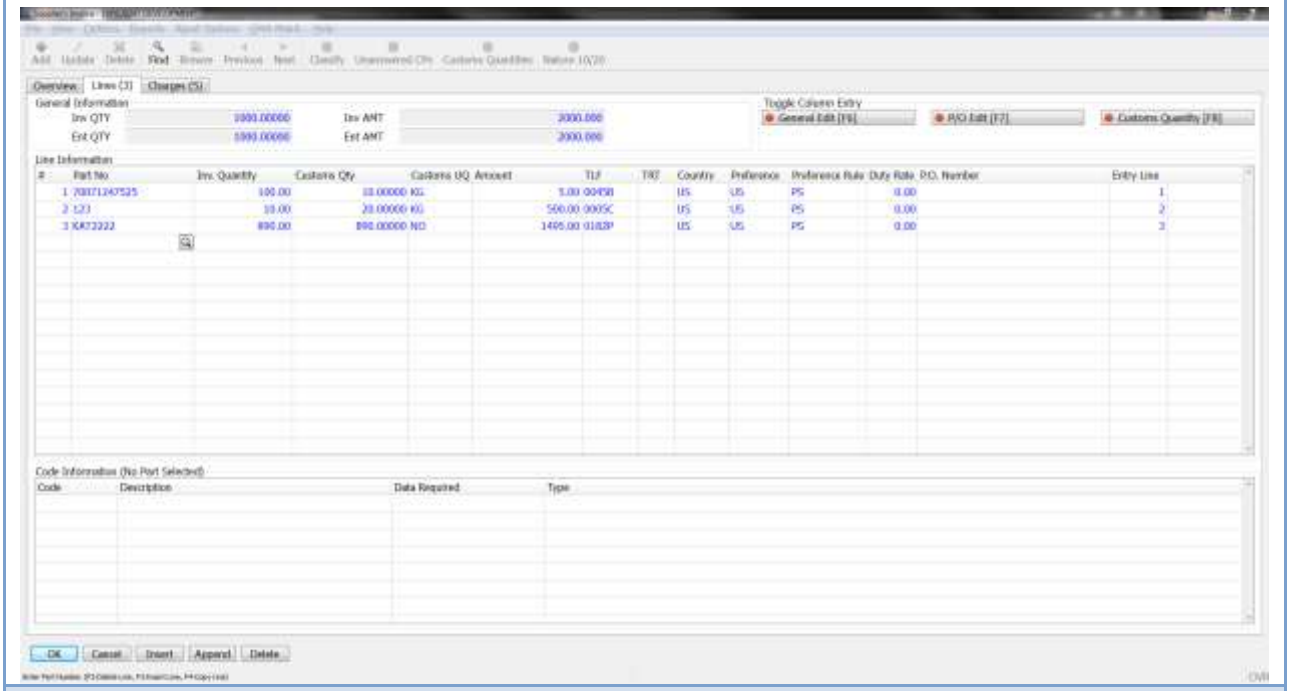
Please Note: If you access this via the Customs Clearance Menu then you will need to input the Job Number in yourself, otherwise if this screen is accessed via the Job registration screen, the job number and associated information is automatically populated in Add Mode.

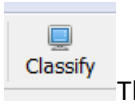
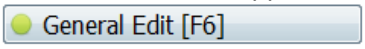
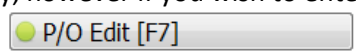
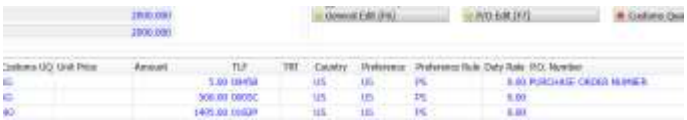
Field Name	Description	Validation	Default
	Summary Tab		
Job No	This is the Job Number that you wish to create the Supplier Invoice for	Mandatory	Defaults from Job Registration Screen
External Code	This is the external reference used for this job	Optional	Defaults from Job Registration Screen
Client	This is the client you wish to create the Supplier Invoice for	Mandatory	Defaults from Job Registration Screen
Owner Ref	This is the Customer Reference	N/A	From Job Registration
Vessel	This is the Vessel code and Vessel name	N/A	From Job Registration
DTVA	This is the Date of Valuation.	N/A	From Job Registration
Goods	This is the short description of the goods	N/A	From Job Registration
Packages	This is the number of items	N/A	From Job Registration
Supplier	This is the Supplier. You can click on to look up the related Suppliers for that Customer Code	Mandatory	Blank

Field Name	Description	Validation	Default
Customs Code	This is the Supplier's CCID. This is the number Customs Australia assign to this Supplier. This is mandatory for sending a Customs Entry	N/A	Suppliers Masterfile
Origin, Pref & VALB	This is the origin country and preference rule associated with the Supplier.	N/A	From Suppliers Masterfile
Invoice No	This is the Supplier Invoice Number. Once this is input, then the Details Tab appears, allowing you to add the supplier invoice lines. On entering the Supplier Invoice Number Expedient will check that the Invoice Number has not already been registered for another job for the Client and Supplier combination. To load the invoice data automatically, you have 2 options: 1. Click on the Load File button:  This will allow you to load a CSV file that you have saved, directly into this screen. For File Formats and Rules please use the Help Facility in the screen. When you have successfully loaded a CSV or TXT File, you will receive this message  and the Details Tab appears  2. You can email the Supplier invoice using the defined CSV file format. You must ensure that you have added the email address first: impinv@<yourdomain>.com.au This will then allow you to email and load invoices.	Mandatory	Blank
Invoice Date	This is the date of the Supplier Invoice	Optional	Blank
Currency	Enter the Currency that you received the Supplier Invoice in followed by the exchange rate used at the time of the Supplier's Invoice received. The DTVA in the Job must be provided if there are multiple Supplier Invoices for the job in different currencies.	Mandatory	Blank

Field Name	Description	Validation	Default
Invoice Qty	Enter the Total Invoice Qty of pieces. This must equal the Entered Qty to balance the Supplier's Invoice	Mandatory	Blank
Entered Qty	This total the qty amount entered in the Details Tab. This must equal the Invoice Qty. This is a no entry field and for display purposes only	N/A	Actual total of Quantities entered
Inv Amount	Enter the Total Invoice Dollar Amount. This must equal the Entered Amount to balance the Supplier's Invoice	Mandatory	Blank
Entered Amt	This totals the dollar amount entered in the Details Tab. This must equal the Inv Amount. This is a no entry field and for display purposes only. If these are not equal you will receive the below message. You can still save the Supplier's Invoice.  SYSTEM PROMPT dt WARNING - INVOICE TOTAL ERROR Invoice total and sum of line amounts entered are not equal Do you wish to save invoice anyway (Y/N) ? Yes No	N/A	Actual Total amount entered
IN AUD	Entered Amount value in AUD	N/A	System Generated
Unclassified Items	This field indicates if there are parts without a TLF in the Details tab. If this field displays 'Yes' use the toolbar button  to complete the details and classify the part. Please note you can only access this toolbar button if there are unclassified parts in the Supplier Invoice and you have security access to classify parts.	N/A	System Generated
Unspecified Qty's	This field indicates if there are parts without Customs Quantities. If this field displays 'Yes' use the toolbar button  to complete the details.	N/A	System Generated
Downloaded?	This indicates whether the Supplier Invoice was downloaded via email or using the load file button	N/A	System Generated

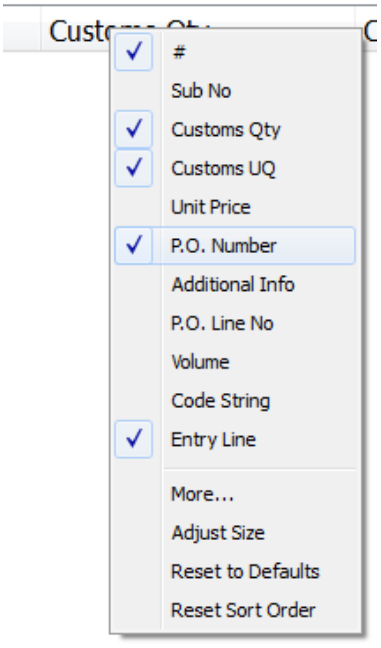
Field Name	Description	Validation	Default
Unanswered CPs	This field is displayed if your site is configured to store answers to CP questions in the Part Masterfile. This field indicates if there are parts unanswered CP questions. If this field displays 'Yes' use the toolbar button  to answer all outstanding questions for the Invoice. Please note you can only access this toolbar button if there are unanswered CP questions and you have security access to complete the answers. When the invoice is saved and there are unanswered questions you will be prompted to send a report listing the unanswered questions across all the Supplier Invoices on the Job to a Broker. Select Yes to run the report and bring up the email screen for easy forwarding of the list to your Broker. The report is available in XLS or PDF format 	N/A	System Generated
No. Inv Lines	This counts the number of Invoice lines, either entered in the Details Tab manually, or from the CSV/TXT File you have loaded via the Load File button. This is a no entry field and for display purposes only	N/A	Actual number of lines
Entered Amount	This is the Entered value for the Supplier Invoice from the Lines tab in Australian Dollars based on the Exchange Rate on the screen	N/A	System Generated
CPs Last Checked	This is the date the Parts in the invoice were last checked for answers to CP Questions. This is usually the date the invoice was created or the date the invoice was last updated. Previously provided answers may become invalid if the Part has been updated with a new TLF or Customs have advised new questions for the tariff.	N/A	System Generated

Field Name	Description	Validation	Default
	Details Tab		
			
Part No	This is the Part Number that appears on the Invoice. This will be automatically populated if the Load File button was successful. You can also click on the button to list all Parts on file (see Menu Customs Clearance – Parts for Masterfile) for that Client and Supplier combination. See below zoom screen: Select one of the parts that you want to add to the Supplier Invoice Line. Please Note: The Re Query Button allows you to perform a wider search for any parts for that Customer, excluding the Supplier. Clicking OK will search for all parts for that Customer regardless of Supplier.	N/A	Blank
Inv. Quantity	This is the Quantity of the part that appears on the invoice line.	Mandatory	Blank
Customs Qty	This is the Quantity reported to Customs for the part and may be entered manually by activating the Customs Quantity [F8] button. This value may also be calculated automatically by Expedient using the Quantity Factor from the Parts Masterfile and the Invoice Quantity value.	Mandatory	Calculated. Customs Qty = Invoice Quantity x Quantity Factor from Parts Masterfile

Field Name	Description	Validation	Default
Unit Price	This is the unit price for the item. This column is hidden by default. If a Quantity and Unit Value are entered the Amount will be automatically calculated	Optional	Blank
Amount	This is the total line amount for the part that appears on the invoice line.	Mandatory	Calculated from Quantity x Unit Price if both are entered
TLF	This is the TLF for the Part Number. This is a no entry field. This information is drawn from the Parts Masterfile. If the part does not have an associated TLF then this field will display ***** See below If the Part is unclassified you can still save the invoice. Once you have done this you can click on the Classify Button  This will allow you to classify the part with the correct TLF Code. See Classifying Parts Section in this document for more information. An Unclassified Items report is available from the Reports menu in the Supplier Invoice screen. This is in CSV format. When the missing information is entered in the CSV file this can be uploaded into the Parts Masterfile. See Automatic Parts Download	Mandatory	Parts Masterfile
TRT	This is the Treatment Code for the tariff	Mandatory	TLF Masterfile
Country / Preference / Preference Rule	This information is pulled from the TLF Masterfile. If you wish to alter the values for this Supplier Invoice then click on the  Button. If the part has not yet been classified the Country, Preference and Preference Rule will default from the Supplier Masterfile. Subsequent rows default to match the Country, Preference and Preference Rule from the line above.	Mandatory	TLF Masterfile
Duty Rate	This is the Duty Rate advised by Customs associated with the Tariff, Country and Preference combination.	N/A	Customs
P.O. Number	This is the Purchase Order Number against the part number. This is used for printing of various documents, such as the Landed Costing. This field is no entry, however if you wish to enter a value then use the  Button. 	Mandatory	Blank

Field Name	Description	Validation	Default
	If your site has Order Tracking and the Client has Part Level Order Tracking use the button to find open orders for the client and the part number.		
P.O. Line Number	This is the line number on the Purchase Order the Supplier's Invoice line is associated with If your site has Order Tracking and the Client has Part Level Order Tracking use the button to find open lines on the order for the part number.	Optional	Blank
Volume	This is the volume information or weight information associated with the part line	N/A	Blank
Sub No	When an Entry has been prepared for the Supplier Invoice the Submission number the Supplier Invoice line is associated with will be shown. This number can be edited before preparing the Entry so that separated Entries can be created. This column is hidden by default	N/A	1
Entry Line	When an Entry has been prepared for the Supplier Invoice the Entry Line the Supplier Invoice line is associated with will be shown. This is useful for identifying invoice lines that have been consolidated	N/A	System Generated
Code String	This is the text storing the Codes Information for the Supplier Invoice line. This column is hidden by default	N/A	System Generated
	Action Buttons		
Nature 10/20	Directs the user to the Nature 10/20.		
Docs	This allows the user to attach supporting documents that relate to the Supplier's Invoice.		

The column order in the Details tab can be configured to your requirements. Some of the columns can be hidden by right clicking on the table column headings and deselecting the columns you do not want to see.

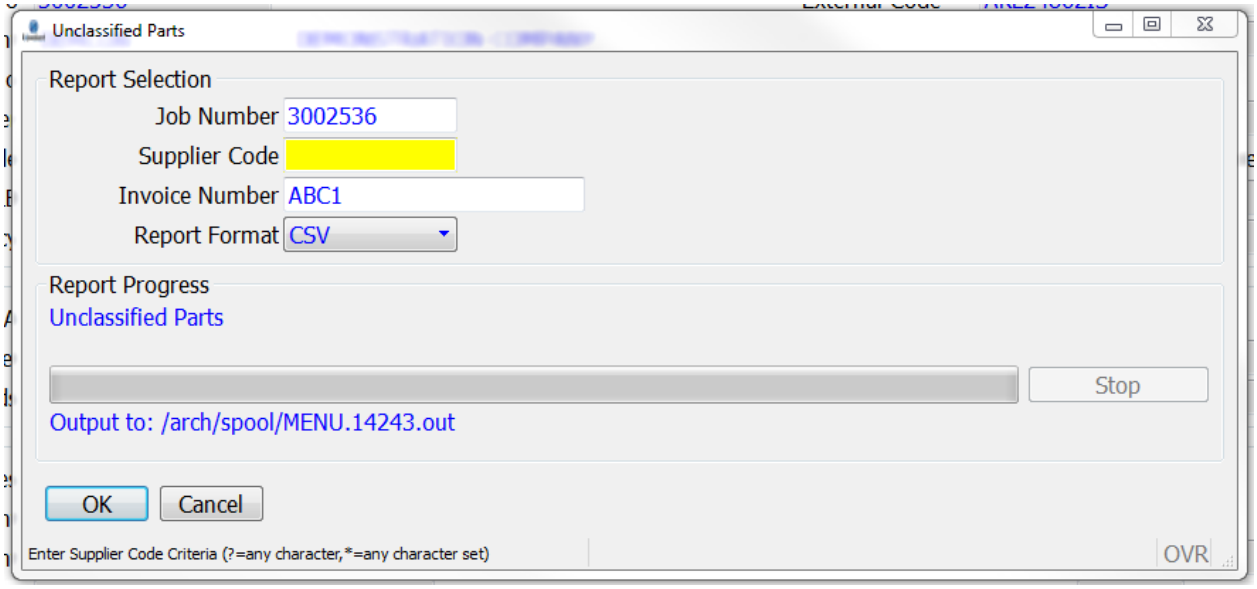


Some columns can also be dragged to re-order the sequence. The following columns can be moved in the table

- TLF
- TRT
- PO Number
- PO Line Number
- Additional Info
- Code String
- Volume
- Entry Line

BULK CLASSIFICATION USING THE UNCLASSIFIED ITEMS REPORT

Expedient provides a quick method of quickly classified unclassified parts. Use the Unclassified Parts option in the Reports menu in the Supplier Invoice screen.



When output as a CSV this report is in the same format required to loads Parts into Expedient.

Customer Code Supplier Code Invoice Number Invoice Line No Supplier Part No Part Description Client Part No TLF Country Code Preference Preference Rule GSTE DRC Classified By Approved By
DEMCON BETANCO SI-7027 1 BIG BLEND POWDER BIG BLEND POWDER

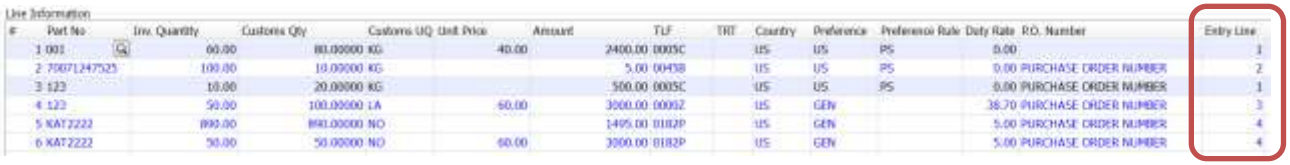
Add the missing details to the spreadsheet. Then use the Automatic Parts Download to load the updated file back into Expedient to classify the parts in one action. The Unclassified Parts template matches the Unclassified Parts report.

UPDATING THE SUPPLIER INVOICE AFTER CREATING THE ENTRY

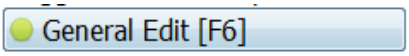
The information from the Supplier Invoice populates the Entry when it is prepared. The information cannot be updated directly in the Entry screen. Any changes required to the Entry must be made in the original Supplier Invoice.

Expedient provides some shortcuts to updating multiple supplier invoice lines quickly where the prepared Entry is consolidated.

Where Supplier Invoice lines have the same Sub No and Entry Line number, in Update mode invoice lines will be highlighted as a group.


Line Information
Part No Inv. Quantity Customs Qty Customs UQ Unit Price Amount TLF TRT Country Preference Preference Rule Duty Rate P.O. Number Entry Line
1 001 60.00 80.00000 KG 40.00 2400.00 0005C US US PS 0.00 1
2 70071247525 100.00 10.00000 KG 5.00 0045B US US PS 0.00 PURCHASE ORDER NUMBER 2
3 123 10.00 20.00000 KG 500.00 0005C US US PS 0.00 PURCHASE ORDER NUMBER 1
4 123 50.00 100.00000 LA 60.00 3000.00 00002 US GEN 38.70 PURCHASE ORDER NUMBER 3
5 KAT2222 880.00 880.00000 NO 1495.00 0182P US GEN 5.00 PURCHASE ORDER NUMBER 4
6 KAT2222 50.00 50.00000 NO 60.00 3000.00 0182P US GEN 5.00 PURCHASE ORDER NUMBER 4

If you want to make a change to the whole group, for example change the TRT, Country, Preference or Preference Rule ensure the General Edit button is on.

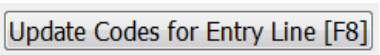


Then Click into the column on one row that you want to change. Make the change then click the relevant Update button at the bottom of the screen, e.g.

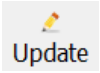
. This will apply the change you made to the single line to all the lines within the highlighted Entry Line group on this invoice and any other invoice lines for other invoices for the job that are consolidated to the same Entry Line Group.

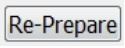
The cursor must be in the correct column to action the update. Mass updates available are for the following columns in the Supplier Invoice screen,

- Treatment
- Country
- Preference
- Preference Rule
- P.O. Number
- Additional Info

The 

button works in a similar way. Update the Codes on line in the Entry Line Group and press this button to apply the update to all the other Supplier Invoice lines in the Job that have been consolidated to the same Entry Line Group.

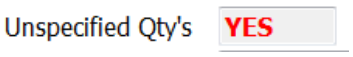
When you have made the change the Supplier Invoices remember to go back to the Entry screen and click 

then 

to pick up the amendments from the Supplier Invoices.

ENTERING CUSTOMS QUANTITIES

Customs may require additional quantities information based on the tariff. The Invoice Overview screen will indicate where additional information is required.

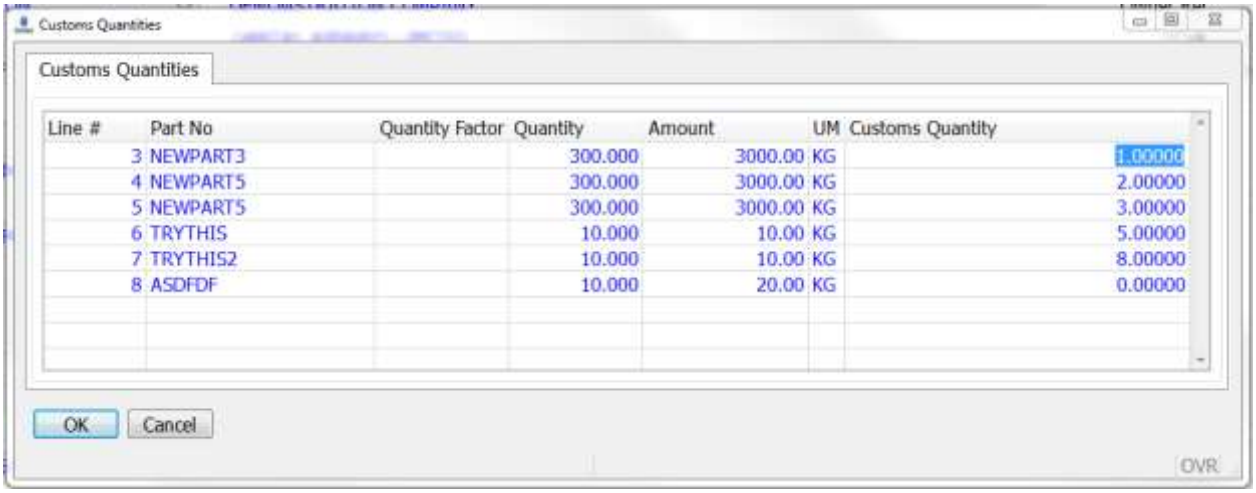


Use the Customs Quantity [F8] button in Update mode in the Lines tab to enter the values directly into the Customs Qty column against each invoice line

Line Information

#	Part No	Inv. Quantity	Customs Qty	Customs UQ	Unit Price
1	NEWPART1	100.00	500.00000		
2	NEWPART2	200.00	0.00000		
3	NEWPART3	300.00	1.00000	KG	
4	NEWPART5	300.00	2.00000	KG	
5	NEWPART5	300.00	3.00000	KG	
6	TRYTHIS	10.00	5.00000	KG	
7	TRYTHIS2	10.00	8.00000	KG	
8	ASDFDF	10.00	0.00000	KG	

Or click on the toolbar button Customs Quantities and complete the final column in the window.


Customs Quantities
Customs Quantities
Line # Part No Quantity Factor Quantity Amount UM Customs Quantity
3 NEWPART3 300.000 3000.00 KG 1.00000
4 NEWPART5 300.000 3000.00 KG 2.00000
5 NEWPART5 300.000 3000.00 KG 3.00000
6 TRYTHIS 10.000 10.00 KG 5.00000
7 TRYTHIS2 10.000 10.00 KG 8.00000
8 ASDFDF 10.000 20.00 KG 0.00000
OK
Cancel
OVR

If a Quantity Factor was entered for the Part when it was classified or in the Parts Masterfile the Quantity Factor will be used to automatically calculate the Customs Quantity

Customs Quantity = Invoice Part Amount x Quantity Factor

This calculated value can be amended in this screen.

Expedient can calculate the Quantity Factor from the Enter Customs Quantity

Quantity Factor = Customs Quantity / Quantity

On OK in the Customs Quantity screen Expedient can save the Quantity Factor to the Parts Masterfile, if a Quantity Factor does not already exist, to be used when the Part appears on a new Supplier Invoice.

If your site would like this ability please send a request through Support Tracker.

Default Unspecified Customs Quantities

This option is available from the Options Menu in the Supplier Invoice screen after selecting to update the Supplier Invoice on the screen. The option will copy across the value in the Invoice Quantity column to the Customs Quantity column for the following conditions

1. The Customs Unit of Measurement is **not** 'NO' or and the existing Customs Quantity is either zero or blank or,

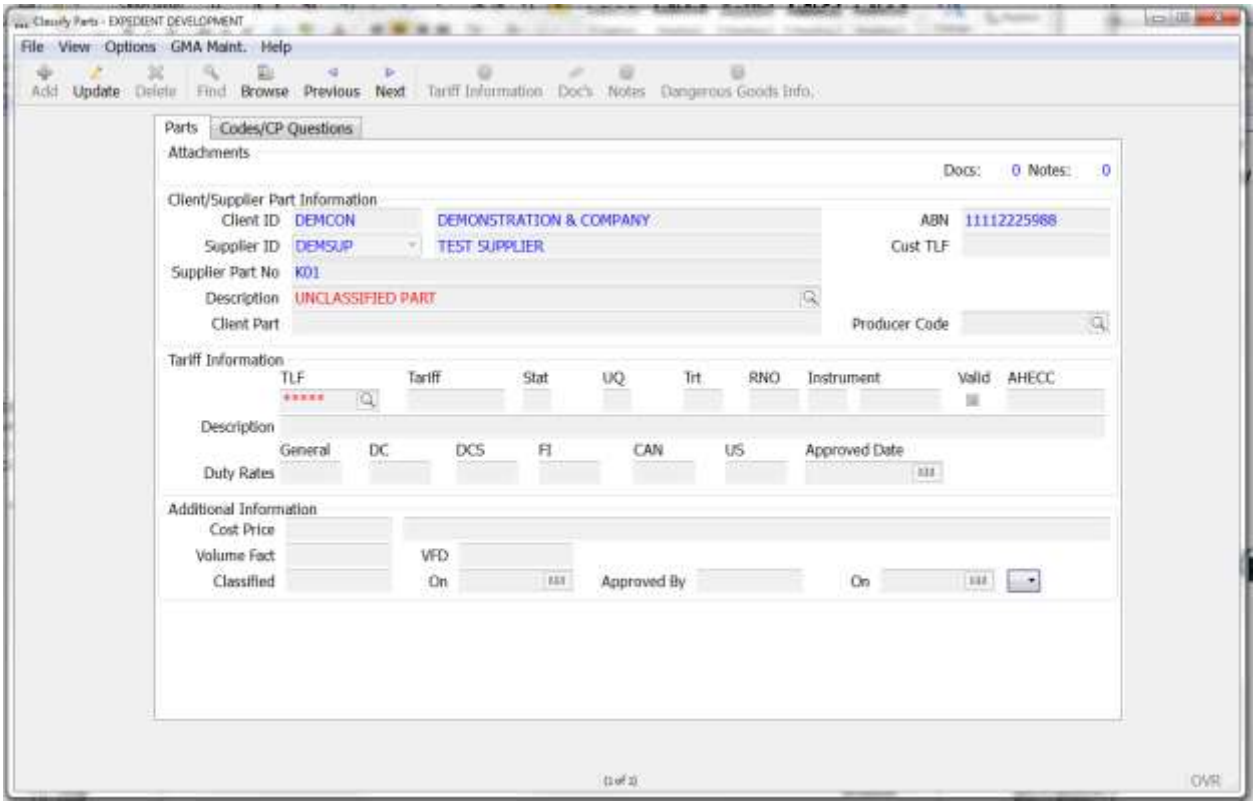
2. The Customs Unit of Measurement is 'NO' or and the Customs Quantity is blank

The Customs Quantity window from the Customs Quantities toolbar button will be immediately updated with the new Customs Quantity values.

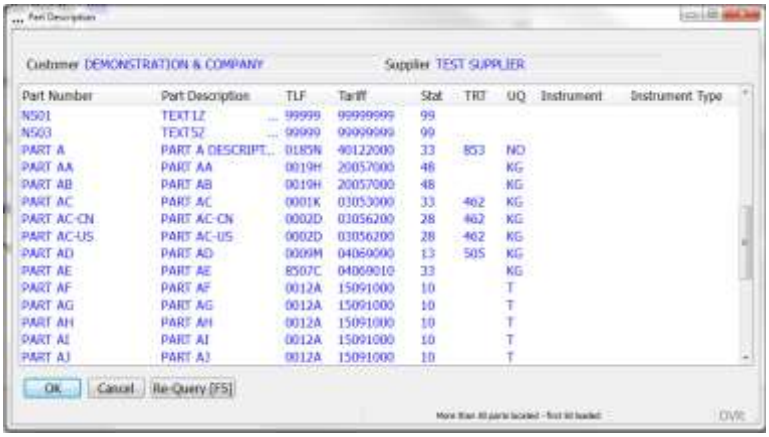
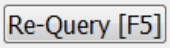
This option is also available within the Pre-Job Supplier's Invoice screen from the Options menu.

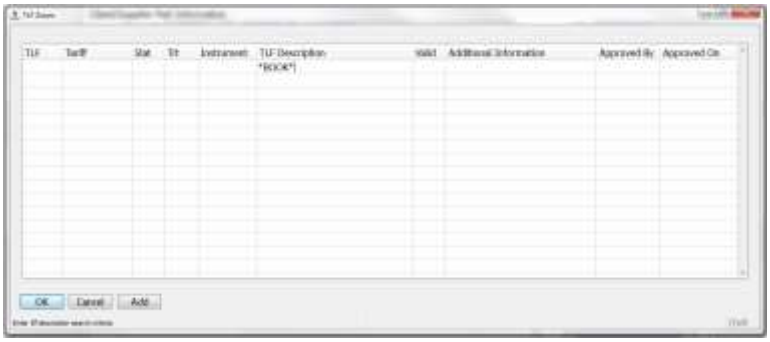
CLASSIFY PARTS

If you have added parts to the Supplier Invoice that have not been classified before then you can click the toolbar button Classify when you have saved the Supplier Invoice. Click on Update to complete the classification.


File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Tariff Information Doc's Notes Dangerous Goods Info.
Parts Codes/CP Questions
Attachments
Docs: 0 Notes: 0
Client/Supplier Part Information
Client ID DEMCON DEMONSTRATION & COMPANY
ABN 11112225988
Supplier ID DEMSUP TEST SUPPLIER
Cust TLF
Supplier Part No K01
Description UNCLASSIFIED PART
Client Part
Producer Code
Tariff Information
TLF Tariff Stat UQ Trt RNO Instrument Valid AHECC
Description
General DC DCS FI CAN US Approved Date
Duty Rates
Additional Information
Cost Price
Volume Fact VFD
Classified On Approved By On

Field Name	Description	Validation	Default
Client ID	This is the Customer Code and Name that is pulled from the Supplier Invoice Screen	Mandatory	Supplier Invoice Screen

Field Name	Description	Validation	Default
Supplier ID	This is the Supplier Code and Name that is pulled from the Supplier Invoice Screen. This field can default to 'Default Supplier' if the Client Option 'DEFPARTS' for the Client in the Customer Masterfile is ticked	Mandatory	Supplier Invoice Screen
Supplier Part No	This is the Supplier Part Number, that is pulled from the Supplier Invoice Screen	Mandatory	Supplier Invoice Screen
Description	This is the Description of the Part. If this part is not yet classified, then "**** Not Classified "will appear. On update this will clear unless the Part was received from a file in which case the Part Description from the original file will be displayed. Use the to search for Part Descriptions that have already been used for this Supplier for the Client.  Double click on a row in this screen to re-use the Part Description. Use the  button to list all Part Descriptions previously used for the Client regardless of Supplier. If the Part has been added to the Supplier Invoice line via a Shipment Order line the Part Description will be populated from the Order Line.	Mandatory	Blank
Client Part	This is the reference the Client uses for the Part. This prints on Landed Costings. On tabbing through the field the Client Part will default to the Supplier Part No.	Mandatory	Supplier Part No if left blank
ABN	This is the Australian Bank Number for the Client	Mandatory	Customer Masterfile
Cust TLF	This is the reference the Customer uses for the TLF	Optional	Blank

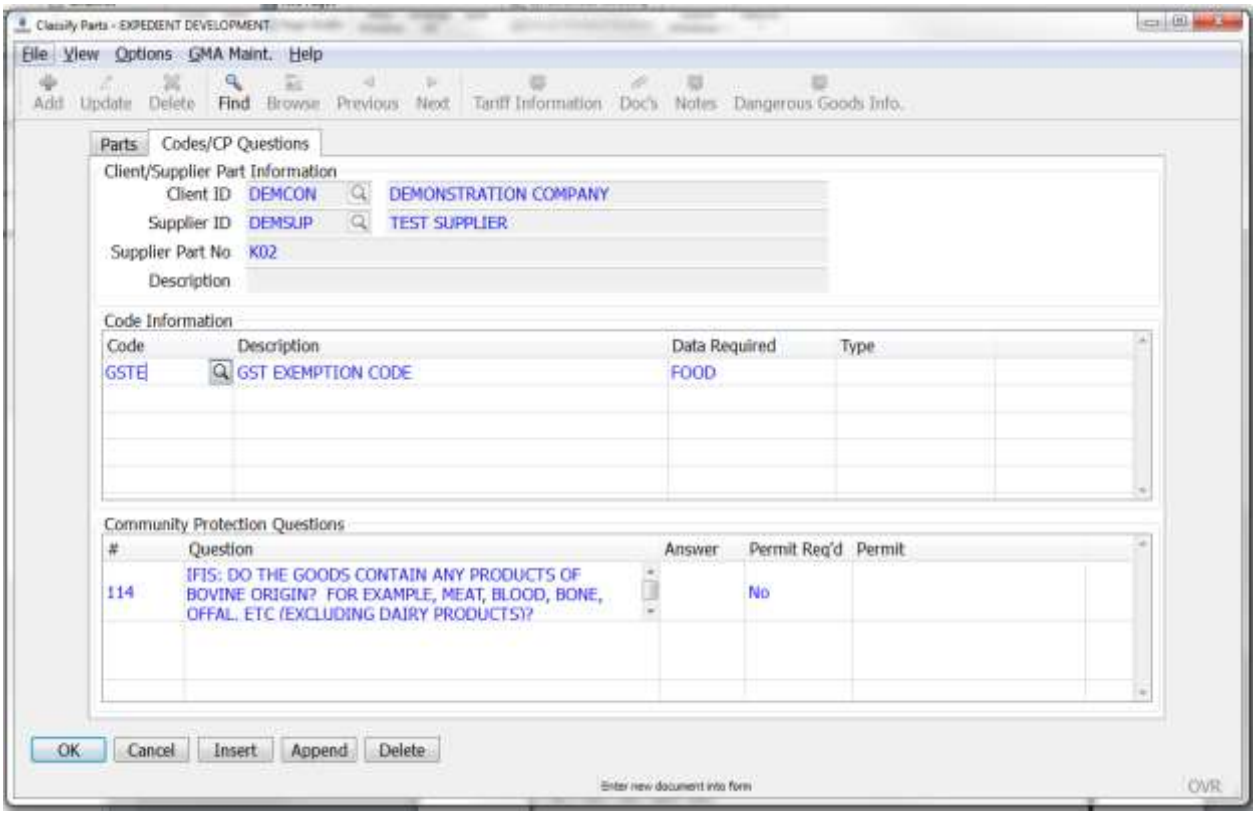
Field Name	Description	Validation	Default
TLF Code	This is the Tariff List Code. You can click on the which will lookup the TLF Masterfile (Menu - Customs Clearance / TLF Maintenance). This screen allows you to search on any number of fields. See below:  This will search all TLF's that contain the word 'BOOK'. See below for results: Select the TLF, or Click on the Re Query button to search for another TLF. If you cannot locate a suitable TLF use the button to open the TLF Masterfile screen and add the details of a new TLF.	Mandatory	Blank
Producer Code	This is the AQIS code for the part producer which will be automatically inserted into the AQIS details for the entry line containing this part. Click on the to view the available codes.	Mandatory	Blank
TLF Code Description	This column will display the description for the TLF code selected in the previous column.	Mandatory	Blank
Tariff	This is the Tariff number for the TLF code.	N/A	TLF Masterfile
Stat	This is the Statutory number for the TLF	N/A	TLF Masterfile
UQ	This is the Unit Quantity for the Tariff	N/A	TLF Masterfile
Trt	This is the Treatment code for the Tariff	N/A	TLF Masterfile
RNO	This is the tariff classification rate number	N/A	TLF Masterfile
Instrument	This is the instrument associated with the tariff	N/A	TLF Masterfile
Valid	This tickbox indicates whether the tariff is valid for Import	N/A	Customs
AHECC	This is the AHECC code for the tariff	N/A	TLF

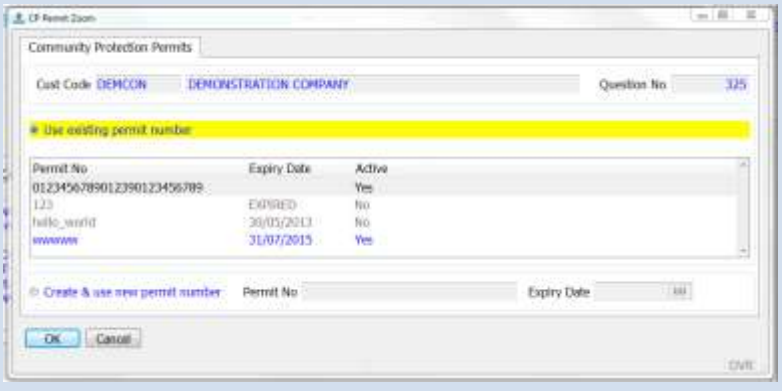
Field Name	Description	Validation	Default
			Masterfile
Duty Rates	These are the Duty Rates for the tariff as advised by Customs	N/A	Customs
Approved Date	This is the date the TLF was approved	N/A	TLF Masterfile
Cost Price	This is the Cost price for the part	Optional	Blank
Quantity Factor	This is the Landed Costing Volume/Weight factor for the part. Enter a value here that will be used to calculate the Customs Quantity when the Part is used in a Supplier Invoice e.g. the number of litres in a bottle, or the number of cans in a pallet	Optional	Blank
VFD	This is the Value for Duty	Optional	Blank
Classified	This is the user who classified the Part	N/A	Classifying User
On	This is the date the part was classified	N/A	System Generated
Approved by	This is the user who approved the classifications	Optional	Blank
On	This is the date the classification of the part was approved	N/A	Today

Once you have entered the relevant information click OK to classify the part. Use

to view any other unclassified parts.

If your site stores Codes and/or CP Answers at Part level the Codes/CP Questions tab is visible.


Classify Parts - EXPEDIENT DEVELOPMENT
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Tariff Information Doc's Notes Dangerous Goods Info.
Parts Codes/CP Questions
Client/Supplier Part Information
Client ID DEMCON DEMONSTRATION COMPANY
Supplier ID DEMSUP TEST SUPPLIER
Supplier Part No K02
Description
Code Information
Code Description Data Required Type
GSTE GST EXEMPTION CODE FOOD
Community Protection Questions
Question Answer Permit Req'd Permit
114 IFIS: DO THE GOODS CONTAIN ANY PRODUCTS OF BOVINE ORIGIN? FOR EXAMPLE, MEAT, BLOOD, BONE, OFFAL, ETC (EXCLUDING DAIRY PRODUCTS)? No
OK Cancel Insert Append Delete
Enter new document into form
OVR

Field Name	Description	Validation	Default
Stat	This is the Statutory number for the TLF	N/A	TLF Masterfile
Client ID	This is the client code from the Supplier Invoice	N/A	Supplier Invoice
Supplier ID	This is the code for the Supplier	N/A	Supplier Invoice
Supplier Part No	This is the part number used by the Supplier	N/A	Supplier Invoice
Description	This is the description added in the Parts tab	N/A	Parts tab
Code Information If your site is storing Codes information in the Parts Masterfile this table is visible. Any Codes entered will be automatically added to any subsequent Supplier Invoice including this part.			
Code	Use the to select a code from the list. The full text description will appear in the next column.	Optional	Blank
Data Required	Additional information may be required for the selected Code. Enter the text or use the to select a code from the list.	Conditional on the Code	Blank
Type	Additional 'Type' information may be required for the selected Code.	Conditional on the Code	Blank
Community Protection Questions If your site is storing answers to CP questions in the Parts Masterfile and you have security access to answer CP questions this table is visible.			
#	This is the number identifying the question	N/A	Customs
Question	This is the question required to be answered by Customs	N/A	Customs
Answer	Enter the answer to the question. Select from the pull down list. This answer will be stored and automatically added to any subsequent Supplier Invoices including this part	Optional	Blank
Permit Req'd	This indicates whether a permit is required for this CP Question.	N/A	Customs
Permit	Enter the Permit number if required. Use the to access permits stored for this Customer. The answer to the CP Question must be provided before the Permit details can be entered.  Use an existing Permit Number from the list and double click on	Optional	Blank

Field Name	Description	Validation	Default
	the row to select the Permit, or enter new permit details for the CP Question by clicking in 'Create & use new permit number'. Add the Permit Number and the Expiry Date, if required. The new Permit will be stored in the Customer Masterfile for future use.		

When all the parts on the Invoice have been classified the Invoice Overview tab for the Supplier Invoice will show

Unclassified Items No

See Bulk Classification using the Unclassified Items report for guidance on how to classify parts quickly.

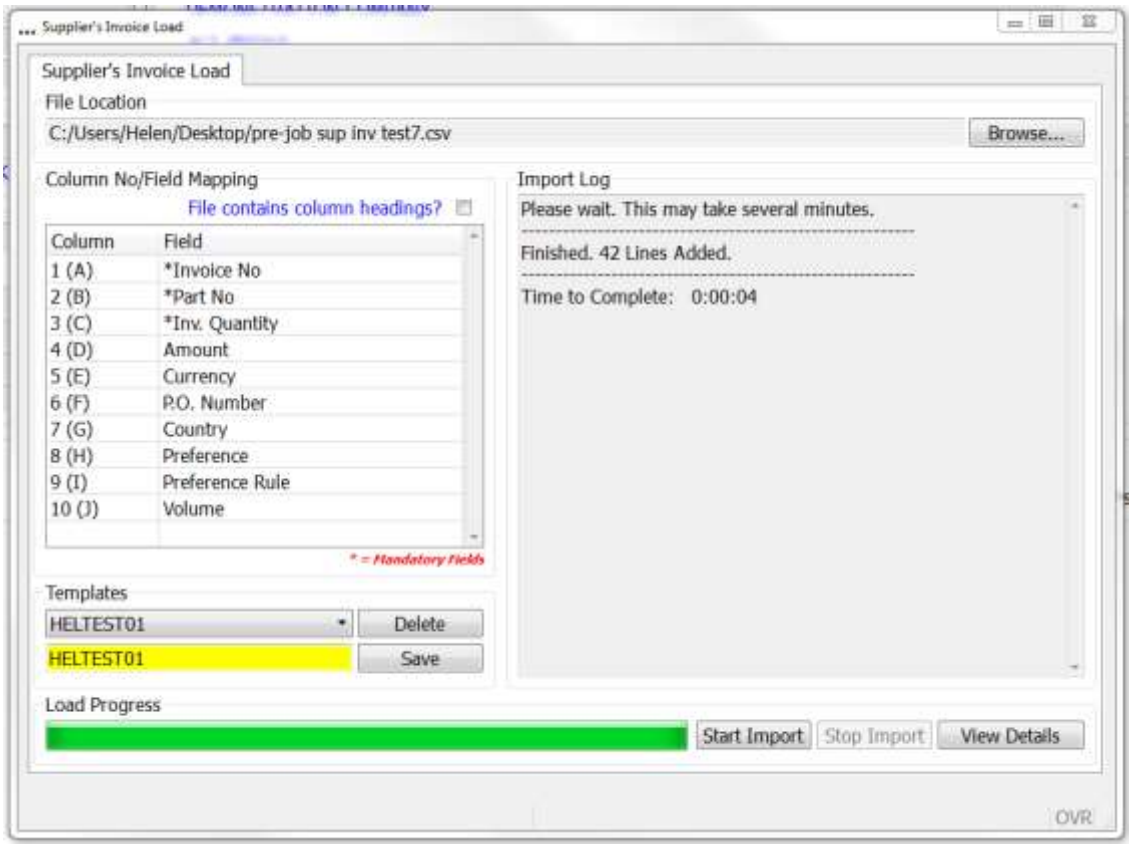
LOAD FILE FEATURE

You are able to load a CSV file or a text file from your desktop directly into the Supplier Invoice screen. To use this feature: Add the Supplier Invoice and then enter the job no. Once you are in the Invoice No field you can click on the Load File button that appears on the lower area of the screen.

The format for the CSV file is configured in this screen.

Select a pre-existing template for the load file or create a new template. The templates must include all the mandatory columns, which are indicated with a '*' in the name.

The columns can be in any order.



Field Name	Description	Validation	Default
File Location	User the Browse button to locate the file in your system	Mandatory	Blank
Column	This indicates where the column is found in the file. Select from the pull down list.	Mandatory	Blank
Field	This is the information contained in the column. Select a column from the pull down list. '*' indicates that the column must be included in the file template.	Mandatory	Blank
Templates	This is the list of available templates. If you want to set up a new template enter the name of the new template in the field below and Save. Use Delete to remove unwanted templates.	Mandatory	Default

You can then browse to the required CSV file and click on the Start Import button. The file will then be read into the screen line by line. If the program detects an error you will get a message explaining the problem, **however no further lines of the file will be processed after this error** (i.e. there are 10 invoice lines in the file, but the system detects a problem on line 5, only the first 4 lines will be loaded). If errors are detected you will probably want to cancel the invoice you are adding, fix the errors in the file, and then start the load process again.

The Import Log will display a summary of the details loaded. Use View Details to see more in depth information.

RULES:
The Country of Origin, if provided, must be in two digit ISO format (i.e.: CN for China) - PREFERENCE and PREFERENCE RULE, if provided, must be the same codes as used by Australian Customs.

- The file must contain one invoice line per file line.
- Quantity and Amount fields must contain only numbers or decimal point (no dollar signs).
- The file must contain only ONE Supplier Invoice.
- Each Invoice line must be in the same currency.
- Case is not important; the system will convert all values to Upper Case.

EMAIL FILE FEATURE

You can email the Supplier's invoice using the CSV file format.
Firstly ensure you have an email address setup to accept these files: impinv@<yourdomain>.com.au

The file needs to be CSV format, NOT Excel, txt, doc, etc. Only the specified fields can be used.

The order must be:

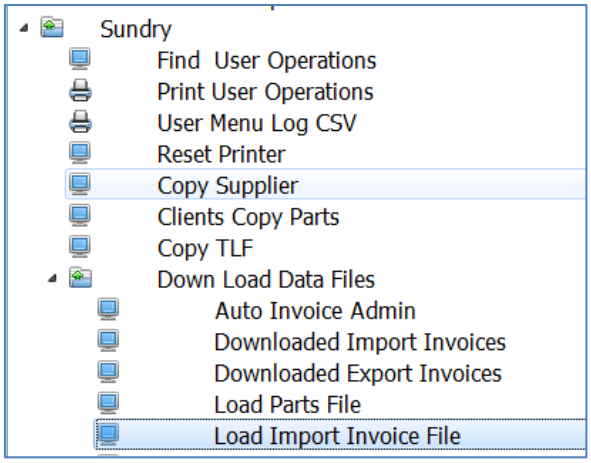
Column	Description	Validation
A	Client Code	Mandatory
B	Invoice Number	Mandatory
C	Part number	Mandatory
D	Part Description	Mandatory
E	Qty	Mandatory
F	Line Amount	Mandatory
G	Country	Optional

H	Preference	Optional
I	Order Number	Optional

The file needs to be CSV format, NOT Excel, txt, or doc. Only the specified fields can be used. Columns A to F are mandatory. If something is not valid, the user will get an email from the system detailing what line produced the error and which column was at fault. Please allow up to 30 minutes for file to process. An email will be sent to the sender after the file has been successfully completed or if there were errors in loading the data. Please allow up to 30 minutes for file to process. An email will be sent after load to the sender.

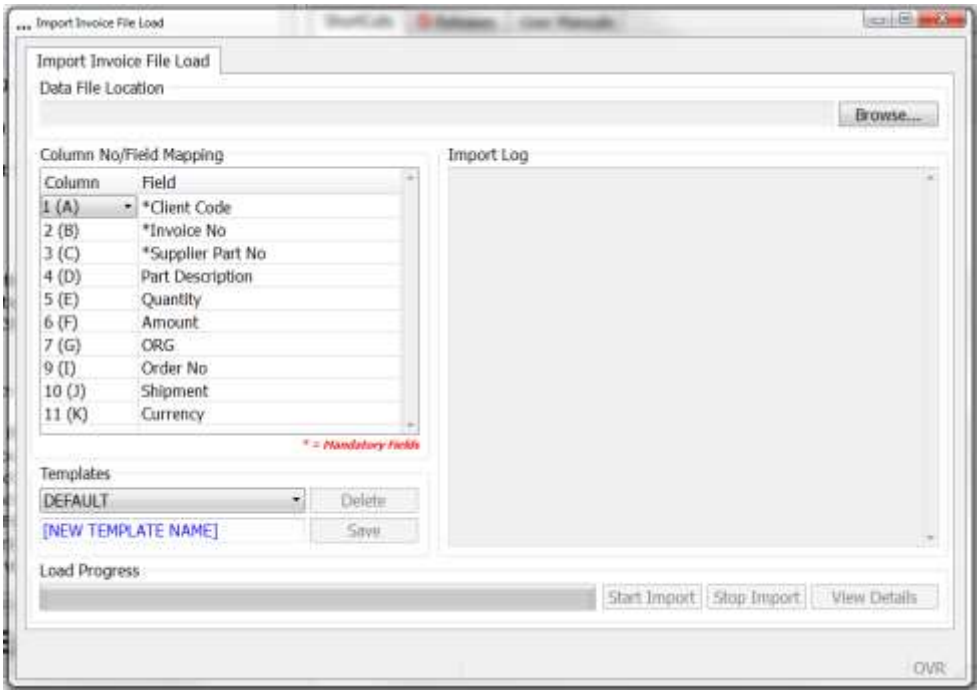
LOAD INVOICE FILE

You are able to load a CSV file or a text file from your desktop directly into Expedient using the Sundry>Down Load Date Files>Load Invoice File feature.



This option allows you to load a file that contains more than one invoice number for the same client.

The format for the CSV file is configured in this screen. Select a pre-existing template for the load file or create a new template. The templates must include all the mandatory columns, which are indicated with a '*' in the name. The columns can be in any order.



Field Name	Description	Validation	Default
Data File Location	User the Browse button to locate the file in your system	Mandatory	Blank
Column	This indicates where the column is found in the file. Select from the pull down list.	Mandatory	Blank
Field	This is the information contained in the column. Select a column from the pull down list. '*' indicates that the column must be included in the file template.	Mandatory	Blank
Templates	This is the list of available templates. If you want to set up a new template enter the name of the new template in the field below and Save. Use Delete to remove unwanted templates.	Mandatory	Default

You can then browse to the required CSV file and click on the Start Import button. The file will then be read into the screen line by line. If the program detects an error you will get a message explaining the problem, **however no further lines of the file will be processed after this error** (i.e. there are 10 invoice lines in the file, but the system detects a problem on line 5, only the first 4 lines will be loaded). If errors are detected you will probably want to cancel the invoice you are adding, fix the errors in the file, and then start the load process again.

The Import Log will display a summary of the details loaded. Use View Details to see more in depth information.

RULES:

The Country of Origin, if provided, must be in two digit ISO format (i.e.: CN for China) - PREFERENCE and PREFERENCE RULE, if provided, must be the same codes as used by Australian Customs.

- The file must contain one invoice line per file line.
- Quantity and Amount fields must contain only numbers or decimal point (no dollar signs).
- Each Invoice line must be in the same currency.

- Case is not important; the system will convert all values to Upper Case.

INTER COUNTRY TRANSFER

Expedient can be set to transfer supplier invoices between Australia and New Zealand sites of your company.

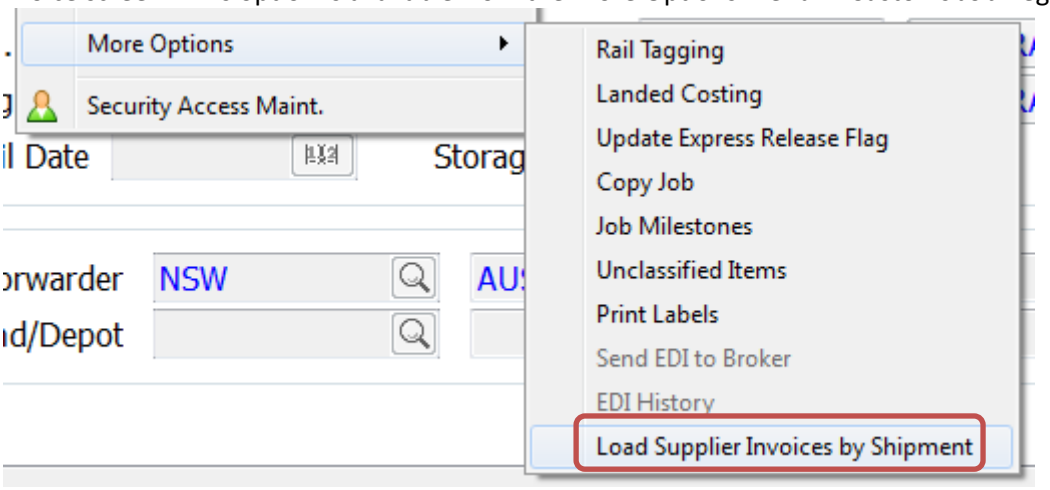
- The AU site will send a Shipper Invoice to NZ site when an EDN Entry is submitted and the destination country is NZ. The NZ site can use the in the invoice number field to find the Invoice for matching House Bill. The invoice will be identified as a transferred invoice by source 'C'.

- The NZ site will send a Shipper Invoice to AU site when an Export Customs Entry is submitted and the destination country is AU. The AU site can use the in the invoice number field to find the Invoice for matching House Bill. The invoice will be identified as a transferred invoice by source 'C'.

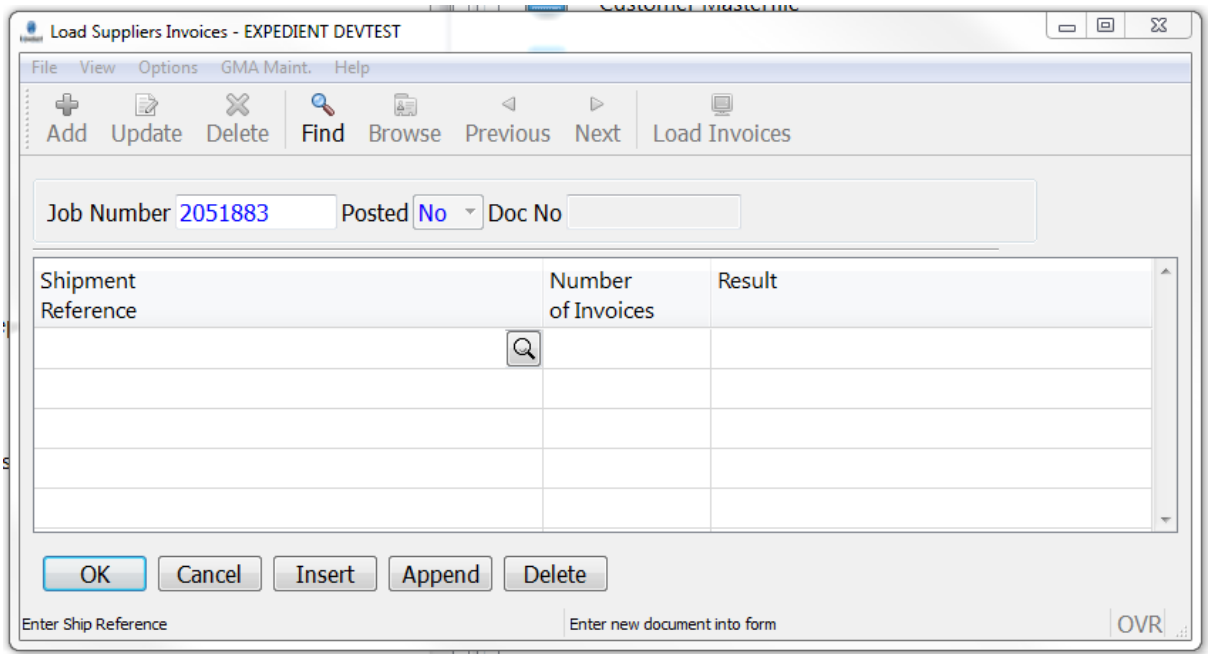
LOAD SUPPLIER INVOICES BY SHIPMENT

This option provides the ability to attach a batch of Supplier's Invoices to a job. The invoices must be loaded into Expedient using the IMPINV facility so that the Shipment Value is known.

The batch of Supplier's invoices can be loaded to the Job from the Job Registration screen and viewed in the Supplier's Invoice screen. This option is available from the More Options menu in Customs Job Registration.

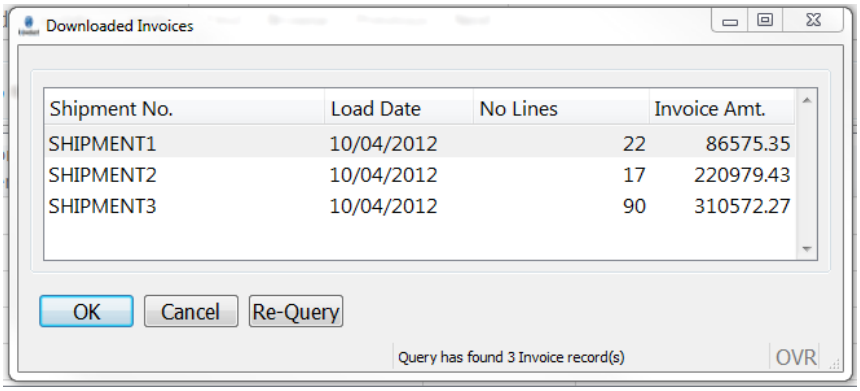


This option links one or more batches of Supplier's Invoices to a Job. The batches of Supplier's Invoices are identified by Shipment Number.

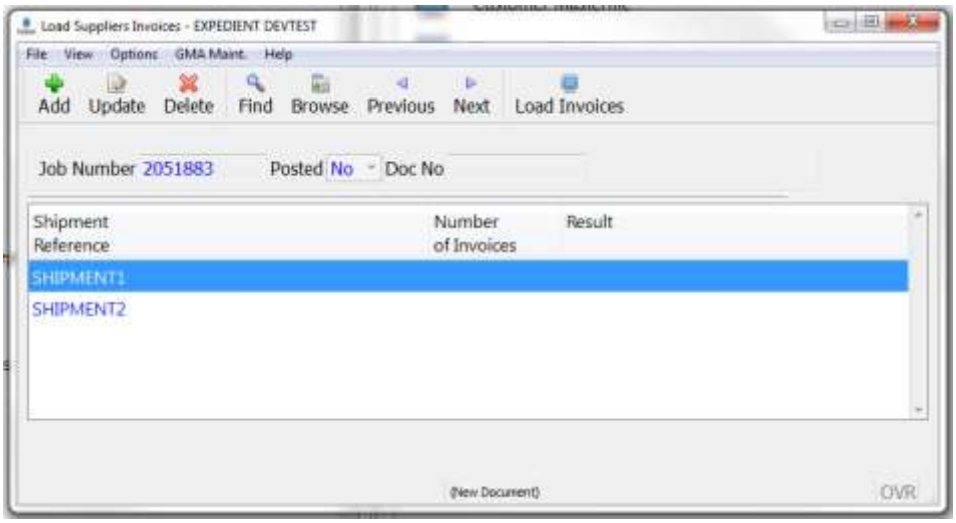

Load Suppliers Invoices - EXPEDIENT DEVTEST
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Load Invoices
Job Number 2051883 Posted No Doc No
Shipment Reference
Number of Invoices
Result
OK Cancel Insert Append Delete
Enter Ship Reference
Enter new document into form
OVR

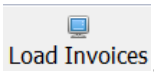
On Add click in the Shipment Reference field to view the available Supplier's Invoice batches.

Hit 'Enter' in this screen to list all available batches or search on specific details.



Select the Shipment reference for the batch of Supplier's Invoices you want to associate with the Job and OK. Select one or many batches for the job.



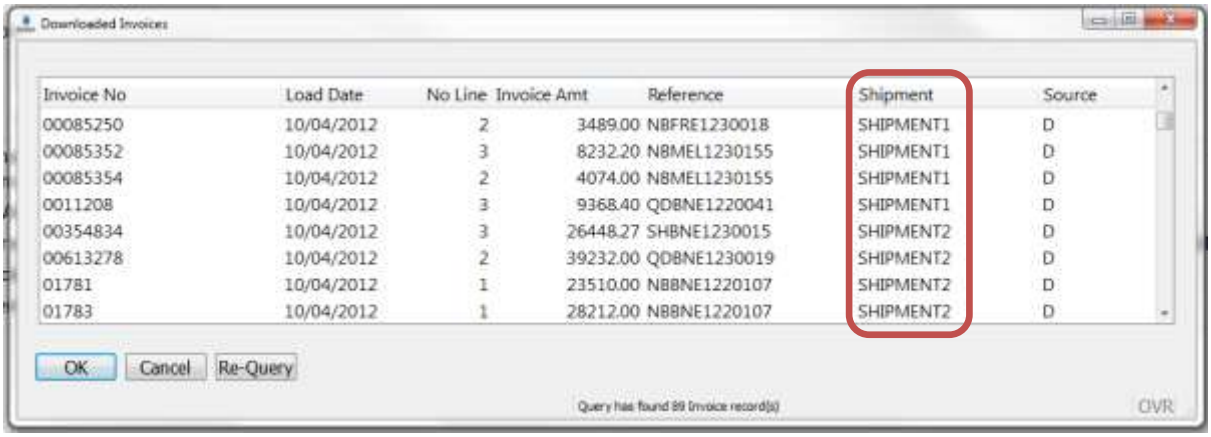
To attach the batches of Supplier's Invoices to the job go to Options and Load Invoice or use the toolbar button 

.

You will be advised if the load was successful or if invoices within the batch that you have attached have already been posted and cannot be loaded to the job.

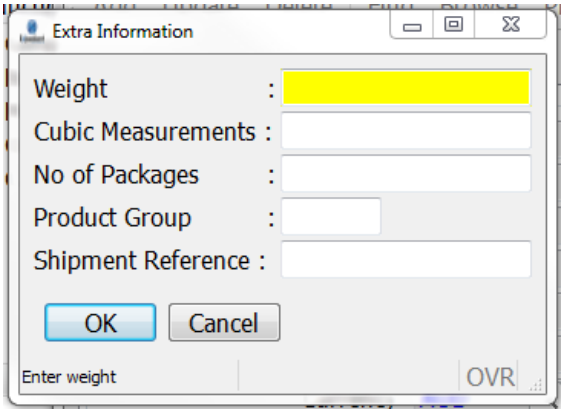
Once successfully loaded you can view the Supplier Invoices in the Supplier's Invoice screen.

A new column showing the Shipment number has been added to the Downloaded Invoice list visible when is selected in the Invoice Number field in the Supplier's Invoice screen.



EXTRA INFORMATION

This screen provides fields to store additional information to the supplier invoice.

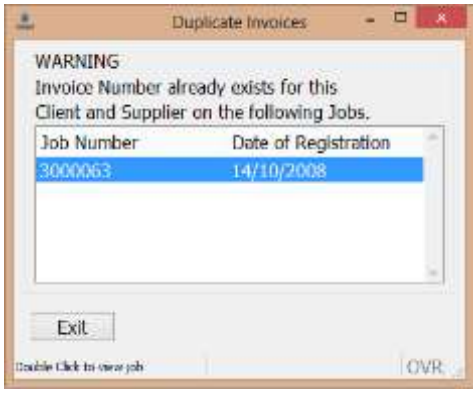


COPY SUPPLIER INVOICE

This function allows users to copy a Suppliers Invoice from one job to another job no.
Users can only copy the suppliers invoice to a job for the same Customer code and the invoice number must not already exist against the new job no.

WARNING MESSAGE

The following warning message is shown when the same Customer/Supplier and Invoice Number is used on a different Job.



Reports

UNANSWERED CPS

This option is available when your site is configured to store answers to CP Questions against Parts and the Supplier Invoices includes classified parts that have unanswered CP questions. This is available in XLS or PDF format and lists the unanswered questions part by part for all the Supplier Invoices on the Job.

GAVIN MILLMAN & ASSOC. (AUST)
Testing
A.B.N. 20 079 873 626
Unit 256
53 McCormack STREET
12345678901234567890 VIC 3207
PH:(03) 9354 1112
FAX:(03) 9354 2223
www.gmaaust.com.au

Unanswered CP Questions

Client DEMONSTRATION COMPANY
Supplier JEBSEE ELECTRIC

The following part(s) require answers to the below questions before submission to Australian Customs

Invoice No MILUAA
Part Number PART C **Client Part** PART C
Description PART C
TLF 0006N **Tariff** 04069090 **Stat** 14
Description COLBY
Question No 446 IFIS: ARE THE GOODS MADE FROM UNPASTEURISED MILK?

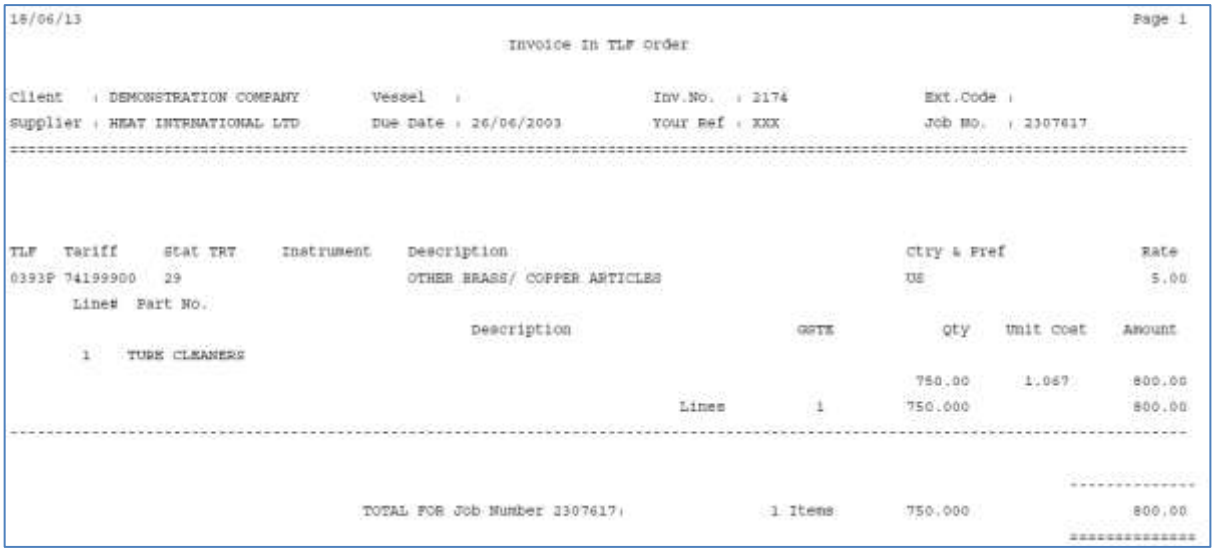
Invoice No MILUAA
Part Number PART H **Client Part** PART H
Description PART H
TLF 0007H **Tariff** 04069090 **Stat** 16
Description CHEESE EDAM
Question No 109 IFIS: ARE THE GOODS SOFT CHEESE, SEMI SOFT CHEESE, SURFACE RIPENED CHEESE, SOFT-SMOKED CHEESE, CURD CHEESE, FRESH CHEESE OR FRESH WHEY CHEESE?
Question No 446 IFIS: ARE THE GOODS MADE FROM UNPASTEURISED MILK?

INVOICE LISTING

This report option provides analysis of the Supplier Invoice for example by TLF, by Line, by Order/Part Number, by Entry Line and by Entry Line (Extended).

Select the Report Type from the pull down list and enter any other criteria required for the report. Select a single invoice number or leave blank to report on all invoices for the job. Each report is available in PDF or XLS format.

Invoice by TLF



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Invoice in TLF order

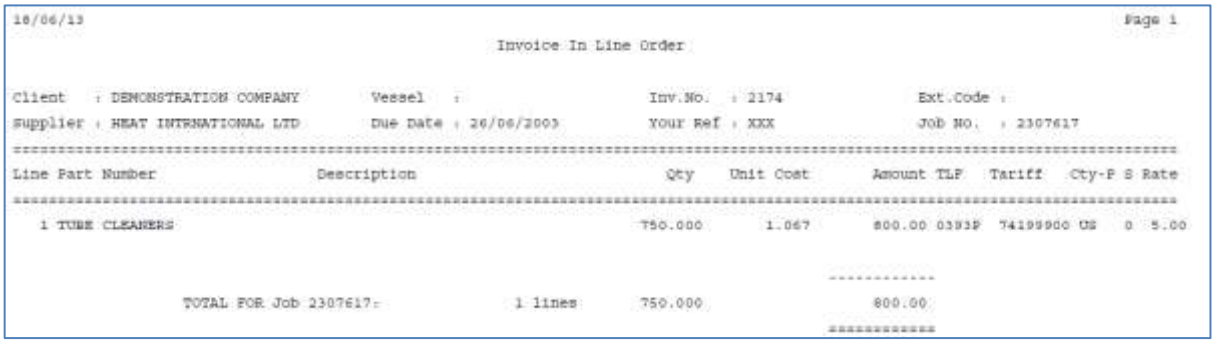
Client : DEMONSTRATION COMPANY Vessel : Inv.No. : 2174 Ext.Code :
Supplier : HEAT INTERNATIONAL LTD Due Date : 26/06/2003 Your Ref : XXX Job No. : 2307617

TLF	Tariff	Stat TRT	Instrument	Description	Ctry & Pref	Rate
0393P	74199900	29		OTHER BRASS/ COPPER ARTICLES	US	5.00

Line#	Part No.	Description	GST%	Qty	Unit Cost	Amount
1		TUBE CLEANERS				
				750.00	1.067	800.00
		Lines	1	750.000		800.00

TOTAL FOR Job Number 2307617: 1 Items 750.000 800.00

Invoice by Line



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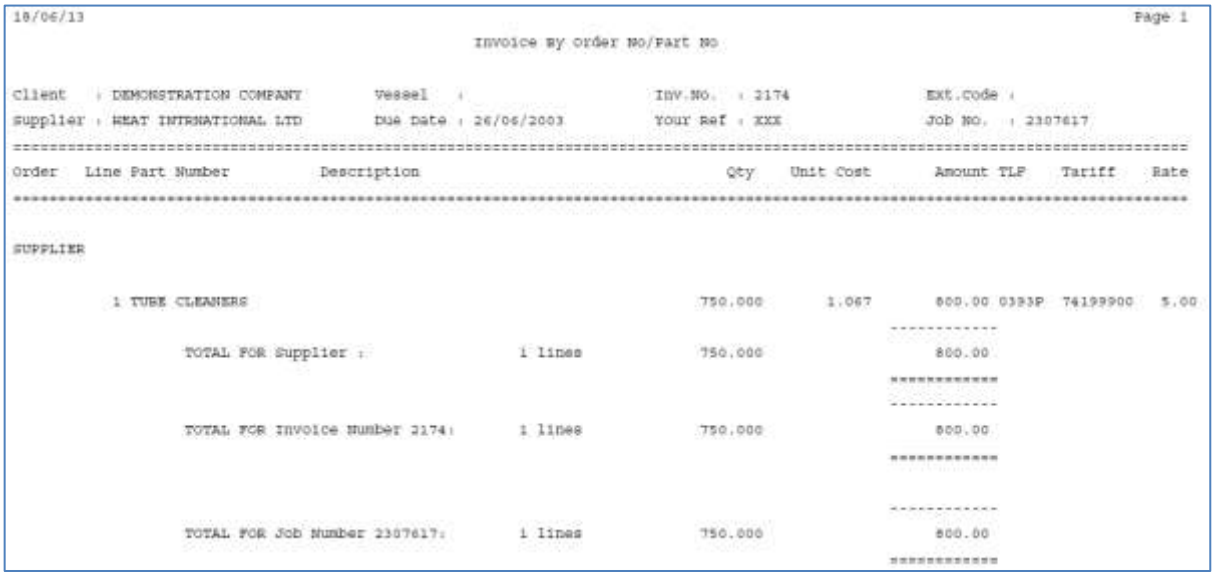
18/06/13                                                                                                                    Page 1
                                                    Invoice In Line Order

Client   : DEMONSTRATION COMPANY        Vessel   :                    Inv.No.  : 2174              Ext.Code :
Supplier : HEAT INTRNATIONAL LTD        Due Date : 26/06/2003         Your Ref : XXX               Job No.  : 2307617
================================================================================================================================================
Line Part Number                 Description                          Qty    Unit Cost      Amount TLF   Tariff   Cty-P S Rate
================================================================================================================================================
   1 TUBE CLEANERS                                                  750.000       1.067       800.00 0393P 74199900 US   0  5.00

                                                                                             ------------
                TOTAL FOR Job 2307617:            1 lines          750.000                     800.00
                                                                                             ============
```

Invoice by Order/Part Number



```
18/06/13                                                                                                                    Page 1
                                                Invoice By Order No/Part No

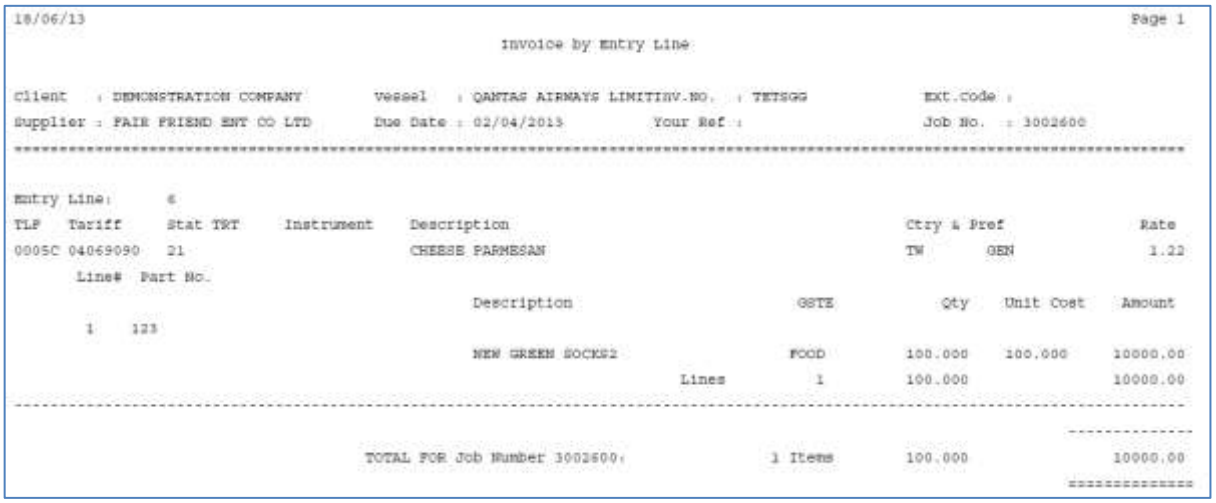
Client   : DEMONSTRATION COMPANY        Vessel   :                    Inv.No.  : 2174              Ext.Code :
Supplier : HEAT INTRNATIONAL LTD        Due Date : 26/06/2003         Your Ref : XXX               Job No.  : 2307617
================================================================================================================================================
Order   Line Part Number         Description                            Qty    Unit Cost      Amount TLF   Tariff    Rate
================================================================================================================================================

SUPPLIER

          1 TUBE CLEANERS                                             750.000       1.067       800.00 0393P 74199900   5.00
                                                                                             ------------
                TOTAL FOR Supplier :              1 lines          750.000                     800.00
                                                                                             ============
                                                                                             ------------
                TOTAL FOR Invoice Number 2174:    1 lines          750.000                     800.00
                                                                                             ============

                                                                                             ------------
                TOTAL FOR Job Number 2307617:     1 lines          750.000                     800.00
                                                                                             ============
```

Invoice by Entry Line



```
18/06/13                                                                                                                    Page 1
                                                  Invoice by Entry Line

Client   : DEMONSTRATION COMPANY        Vessel   : QANTAS AIRWAYS LIMITInv.No.  : TETSGG            Ext.Code :
Supplier : FAIR FRIEND ENT CO LTD       Due Date : 02/04/2015         Your Ref :                   Job No.  : 3002600
================================================================================================================================================

Entry Line:      6
TLF   Tariff     Stat TRT     Instrument    Description                                          Ctry & Pref              Rate
0005C 04069090   21                         CHEESE PARMESAN                                      TW       GEN             1.22
      Line#  Part No.
                                           Description                      GSTE          Qty    Unit Cost    Amount
       1    123
                                           NEW GREEN SOCKS2                 FOOD        100.000    100.000    10000.00
                                                                  Lines        1         100.000               10000.00
------------------------------------------------------------------------------------------------------------------------------------------------
                                                                                                                ------------
                                  TOTAL FOR Job Number 3002600:          1 Items       100.000                   10000.00
                                                                                                                ============
```

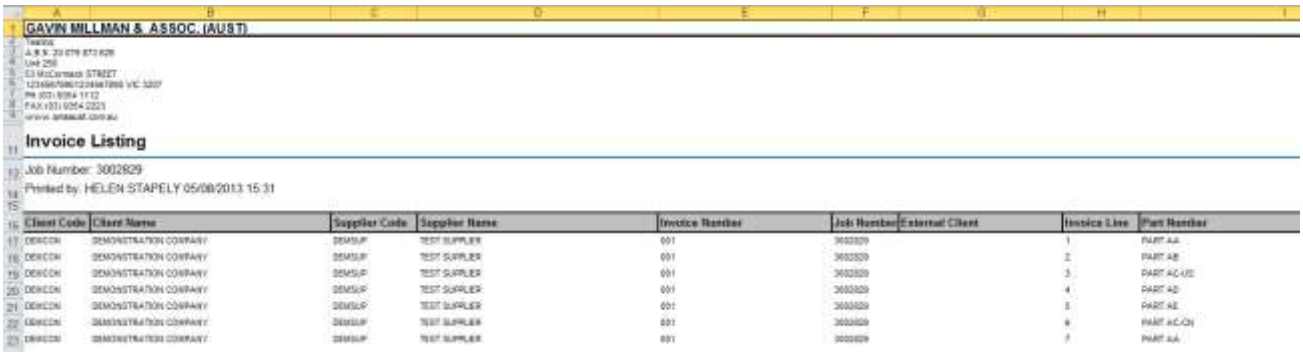
Invoice by Entry Line – Extended

```
18/06/13                                                                    Page 1
                                Invoice In Line Order(Extend)

Client   : DEMONSTRATION COMPANY       Vessel   : QANTAS AIRWAYS LIMITInv.No.  : TEST003          Ext.Code :
Supplier : FAIR FRIEND ENT CO LTD      Due Date : 02/04/2013        Your Ref :                    Job No.  : 3002600
================================================================================================================
Line Part Number                Description                          Qty        Amount          Cty-P
                                     TLF      Tariff    Stat  TRT      Instrument     Duty Rate
================================================================================================================
  1 123                         NEW GREEN SOCKS2                     100.000     10000.00          TW  G
                                     0005C    84069090  21                              1.22

                                                                                 ------------
                TOTAL FOR Job 3002600:              1 lines          100.000     10000.00
                                                                                 ============
```

Invoice Listing XLS



GAVIN MILLMAN & ASSOC. (AUST)

Invoice Listing

Job Number: 3002829

Printed by: HELEN STAPELY 05/08/2013 15:31

Client Code	Client Name	Supplier Code	Supplier Name	Invoice Number	Job Number	External Client	Invoice Line	Part Number
DEMCON	DEMONSTRATION COMPANY	DEMSUP	TEST SUPPLIER	001	3002829		1	PART AA
DEMCON	DEMONSTRATION COMPANY	DEMSUP	TEST SUPPLIER	001	3002829		2	PART AB
DEMCON	DEMONSTRATION COMPANY	DEMSUP	TEST SUPPLIER	001	3002829		3	PART AC-US
DEMCON	DEMONSTRATION COMPANY	DEMSUP	TEST SUPPLIER	001	3002829		4	PART AD
DEMCON	DEMONSTRATION COMPANY	DEMSUP	TEST SUPPLIER	001	3002829		5	PART AE
DEMCON	DEMONSTRATION COMPANY	DEMSUP	TEST SUPPLIER	001	3002829		6	PART AC-CN
DEMCON	DEMONSTRATION COMPANY	DEMSUP	TEST SUPPLIER	001	3002829		7	PART AA

UNCLASSIFIED PARTS

This report option is available when the Supplier Invoice includes any unclassified parts. This report can be output as CSV or PDF.

Customer Code	Supplier Code	Invoice Number	Invoice Line No	Supplier Part No	Part Description	Client Part No	TLF	Country Code	Preference	Preference Rule	GSTE	DRC	Classified By	Approved By
DEMCON	BETANCO	SI-7027	1	BIG BLEND POWDER		BIG BLEND POWDER								

If the Part was added via a Shipment Order line the Parts Description will be populated from the order line.

The CSV output allows details of TLF, Country, Preference and Preference Rule to be added against each unclassified part in Excel which can then be saved as a CSV file and uploaded directly into the Parts Masterfile, see Bulk Classification using the Unclassified Items report.

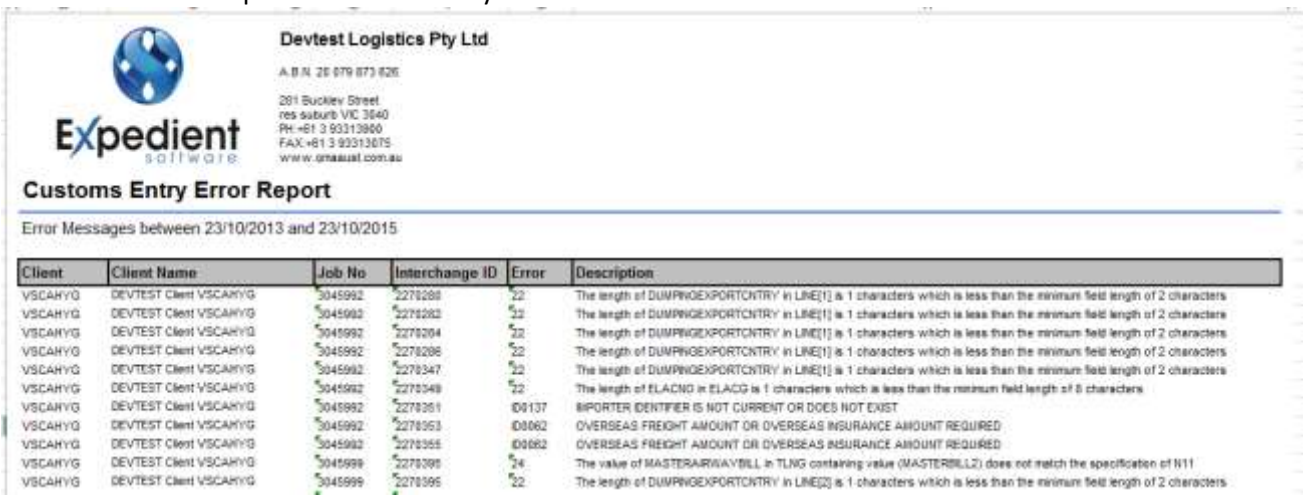
EXPIRING PERMIT REPORT

This CSV report lists Permits/Advice which expire within a defined date range for a selected client or all clients. This report is available from the Customs Folder. This report is also available as an automatic report, EXPPERMPRT.

CUSTOMS ENTRY ERROR REPORT

This Report shows a list of Customs Errors on Import Jobs.
This information is retrieved from the EDI History Screen in the Nature 10/20.
The Report Parameters provides the option to search by Date Range Only, Client Code and Error Code.
Report Output – XLS

Please see below Report Screenshot for your reference.



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res suburb VIC 3040
PH: +61 3 93313980
FAX: +61 3 93313075
www.emaaust.com.au

Customs Entry Error Report

Error Messages between 23/10/2013 and 23/10/2015

Client	Client Name	Job No	Interchange ID	Error	Description
VSCAHYG	DEVTEST Client VSCAHYG	3045992	2278280	22	The length of DUMPINGEXPORTCNTRY in LINE[1] is 1 characters which is less than the minimum field length of 2 characters
VSCAHYG	DEVTEST Client VSCAHYG	3045992	2278283	22	The length of DUMPINGEXPORTCNTRY in LINE[1] is 1 characters which is less than the minimum field length of 2 characters
VSCAHYG	DEVTEST Client VSCAHYG	3045992	2278284	22	The length of DUMPINGEXPORTCNTRY in LINE[1] is 1 characters which is less than the minimum field length of 2 characters
VSCAHYG	DEVTEST Client VSCAHYG	3045992	2278286	22	The length of DUMPINGEXPORTCNTRY in LINE[1] is 1 characters which is less than the minimum field length of 2 characters
VSCAHYG	DEVTEST Client VSCAHYG	3045992	2278347	22	The length of DUMPINGEXPORTCNTRY in LINE[1] is 1 characters which is less than the minimum field length of 2 characters
VSCAHYG	DEVTEST Client VSCAHYG	3045992	2278349	22	The length of ELACNO in ELACG is 1 characters which is less than the minimum field length of 8 characters
VSCAHYG	DEVTEST Client VSCAHYG	3045992	2278351	I06137	IMPORTER IDENTIFIER IS NOT CURRENT OR DOES NOT EXIST
VSCAHYG	DEVTEST Client VSCAHYG	3045992	2278353	I0062	OVERSEAS FREIGHT AMOUNT OR OVERSEAS INSURANCE AMOUNT REQUIRED
VSCAHYG	DEVTEST Client VSCAHYG	3045992	2278355	I0062	OVERSEAS FREIGHT AMOUNT OR OVERSEAS INSURANCE AMOUNT REQUIRED
VSCAHYG	DEVTEST Client VSCAHYG	3045999	2278395	24	The value of MASTERAIRWAYBILL in TLNG containing value (MASTERBILL2) does not match the specification of N11
VSCAHYG	DEVTEST Client VSCAHYG	3045999	2278396	22	The length of DUMPINGEXPORTCNTRY in LINE[2] is 1 characters which is less than the minimum field length of 2 characters

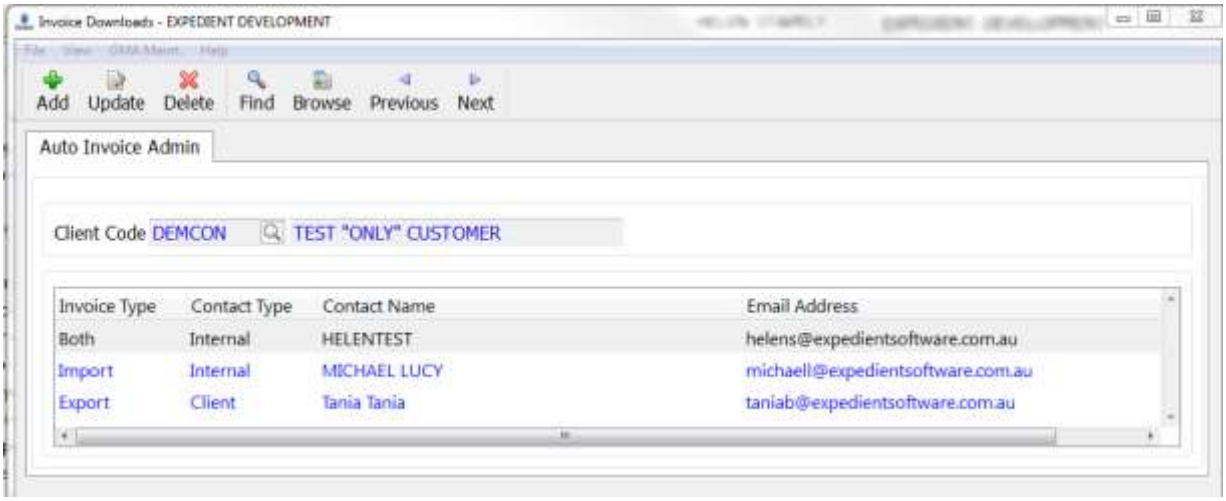
RESET OPTIONS

The Reset options allow various information shown against the Parts in the Lines tab to be quickly updated. These options are useful where unclassified parts exist in the Supplier Invoice which have been subsequently added to the Parts Masterfile or where the information has been updated in the Parts Masterfile and needs to be updated in the Supplier Invoice.

AUTO INVOICE ADMIN

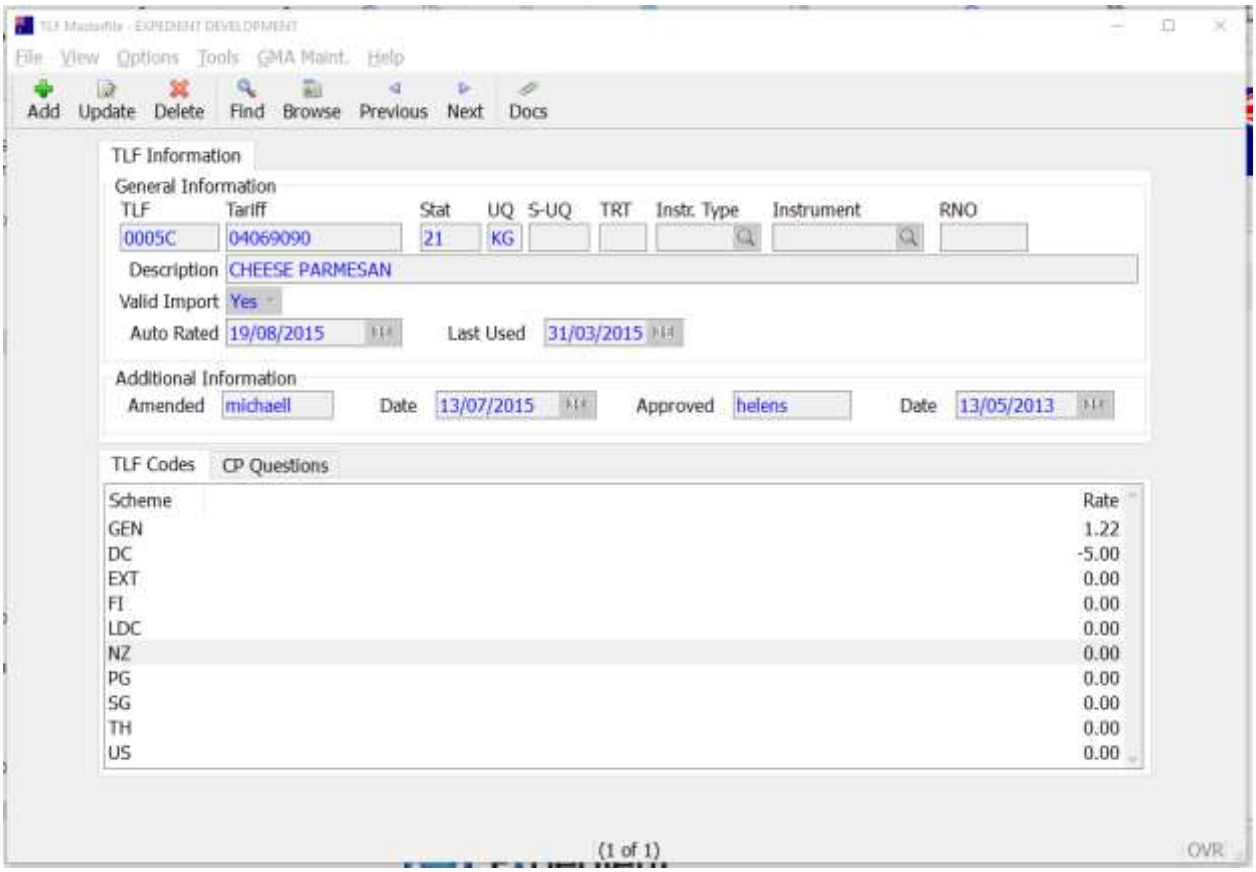
This function allows users to maintain contacts for invoices that are automatically imported. This option is available in the Sundry folder in Down Load Data Files and from the Administration>Corporate Interface>Inbound folder.

Select the client code and set up the invoice type, contact type, contact names and email addresses at the contact and within your company. These contacts will be automatically sent an email alerts when invoices are imported from the selected company.



Creating TLFs

TLFs are used as short codes, storing information such as Tariff, Stat, and Treatment Code. This allows users to save time in data entry and when changing TLF information. This is accessed via the **Main Menu** select **Customs Clearance/Tariff Class, TLF Maintenance** function



Field Name	Description	Validation	Default
TLF	This is the Tariff Line File. This is a unique number. The TLF cannot be updated after the TLF has been created.	Mandatory	Blank
Tariff	The eight-digit tariff classification applicable to the goods being entered, as specified in Schedule 3 of the Australian Customs Tariff.	Optional	Blank
Stat	The statistics code. After the Stat field Expedient will show a warning if the Tariff/Stat Combination is not yet valid i.e. the Start Date is in the future.	Mandatory	Blank
UQ	This is the Unit Quantity. E.g.: No for Number or KG for Kilograms	Optional	System Generated from Customs
S-UQ	This is the secondary Unit Quantity which may be required for Customs	Optional	System Generated from Customs
TRT	This is the 3 letter Treatment Code	Conditional: Mandatory if Instrument is blank	Blank

Field Name	Description	Validation	Default
Instr. Type	This is the Instrument Type code. You can click on the to lookup the Codes Masterfile.	Conditional: Mandatory if TRT is blank	Blank
Instrument	This is the Instrument number corresponding to the instrument code. You can click on the to lookup the Codes Masterfile.	Conditional: Mandatory if TRT is blank	Default to Instrument Type
RNO	This is the Tariff Class. Rate Number provided Customs for the Instrument	Optional	Blank
Description	This is the Description of the TLF	Optional	Blank
Valid Import	This is a no entry field and is for display purposes only. This describes whether the TLF has the correct information. Expedient checks this data with that of Customs and if the information on the TLF is invalid then this will be set to No.	N/A	
Auto Rated	This is a no entry field and is for display purposes only. This describes the last date in which the Expedient System checked with Customs whether the TLF is valid/in valid.	N/A	
Last Used	This is a no entry field and is used for display purposes only. This displays the last time the TLF was used in a shipment	N/A	
Amended	This displays who was the last person to amend the TLF. This is a no entry field, and is used for display purposes only.	N/A	System Generated
Date	This display the date in which the TLF was last amended. This is a no entry field, and is used for display purposes only.	N/A	System Generated
Approved	This displays who approved the TLF.	Optional	Blank
Date	This display what date the TLF was approved	N/A	Today
Scheme	These are the Preference Scheme identified for the tariff by Customs	N/A	Customs
Rate	These are the Duty Rates advised by Customs for the Schemes	N/A	Customs
TLF Codes **This section will appear where your site is storing Codes Information against TLFs**			
Code	Use the to select a code from the list. The full text description will appear in the next column.	Optional	Blank
Data Required	Additional information may be required for the selected Code. Enter the text or use the to select a code from the list.	Conditional on the Code	Blank
Type	Additional 'Type' information may be required for the selected Code.	Conditional on the Code	Blank
CP Questions 			
#	This is the CP Question number	N/A	Customs

Field Name	Description	Validation	Default
Community Protection Question	This is the text of the Customs CP Questions	N/A	Customs
Permit Req'd	This indicates if Customs require a Permit for this CP Question	N/A	Customs
Country	This is the Country associated with the CP Question	N/A	Customs
Mode	This is the mode associated with the CP Question	N/A	Customs
N10	This indicates if the CP Questions is associated with N10 entries for the tariff	N/A	Customs
N20	This indicates if the CP Questions is associated with N20 entries for the tariff	N/A	Customs
N30	This indicates if the CP Questions is associated with N30 entries for the tariff	N/A	Customs

Please note if your site is **configured to store** Codes information at Part Level and TLF Level where a Part has a different Code to it's TLF the **Codes stored against the Part will take precedence**.

Creating Parts

There are 2 ways to add parts, manually or via a download feature.

AUTOMATIC PARTS DOWNLOAD

If you have a Parts File, you can upload this file via menu **Corporate Interface>Inbound>Load Parts File** or via **Sundry>Down Load Data Files>Load Parts File.** This option is also available from the Supplier Invoice and Pre-Job Supplier Invoice Options menu.

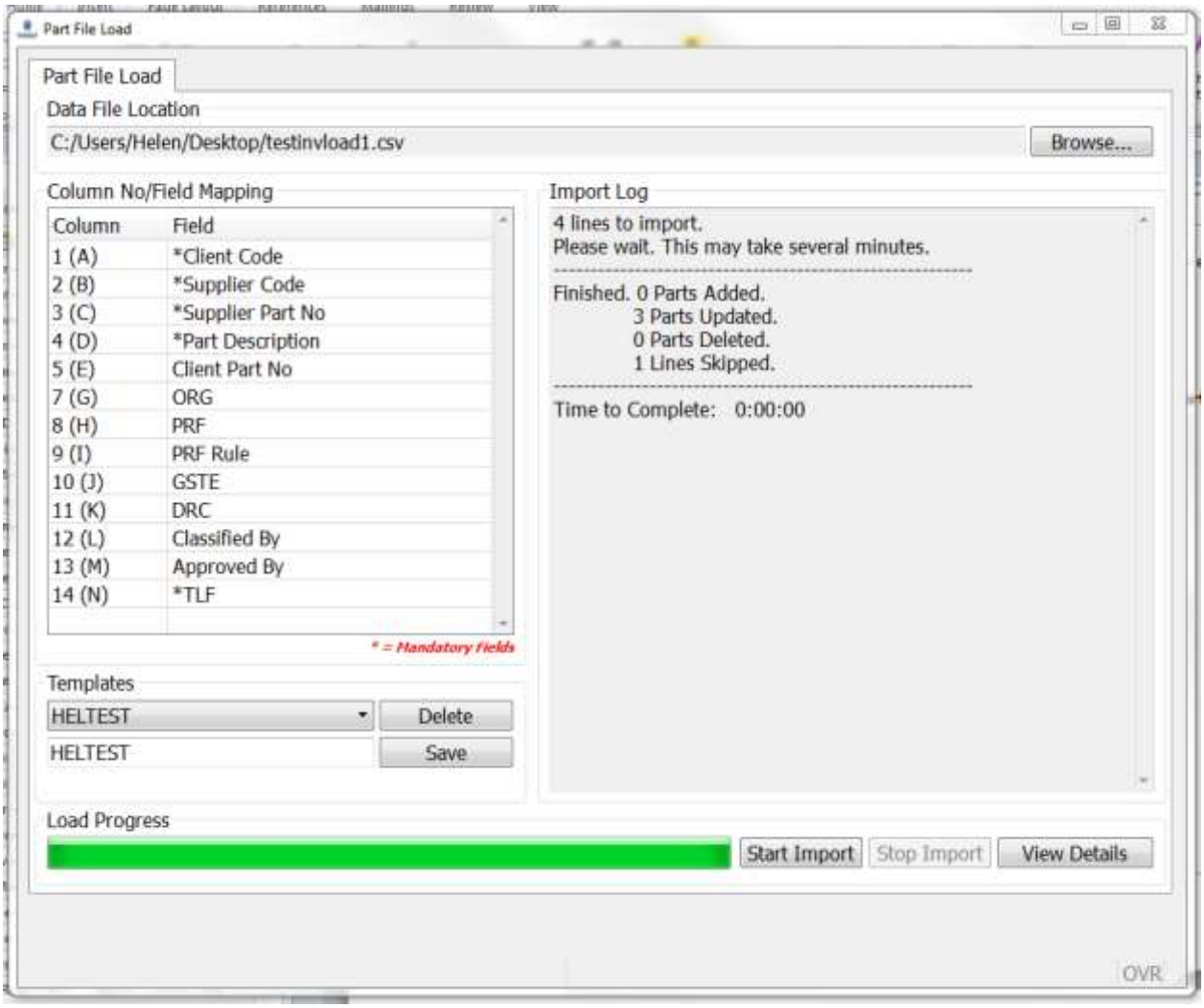
The format for the CSV file is configured in this screen.

Select the pre-existing for the load file or create a new template. The templates must include all the mandatory columns, which are indicated with a '*' in the name.

The columns can be in any order. The file does not require column headings in the first row.

The Import Log will display a summary of the details loaded. Use

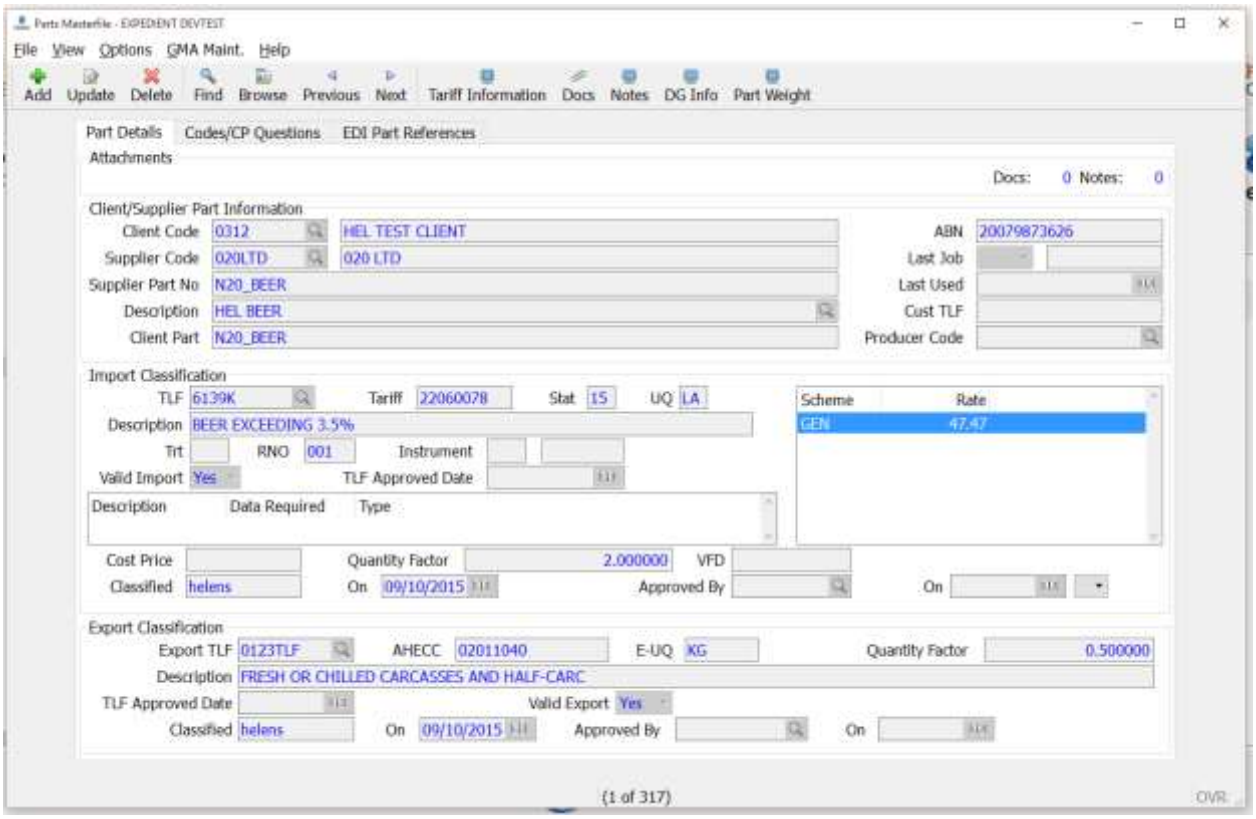
to see more in depth information.



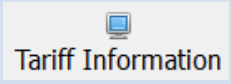
Field Name	Description	Validation	Default
Data File Location	User the Browse button to locate the file in your system	Mandatory	Blank
Column No	This indicates where the column is found in the file. Select from the pull down list.	Mandatory	Blank
Field	This is the information contained in the column. Select a column from the pull down list. '*' indicates that the column must be included in the file template.	Mandatory	Blank
Templates	This is the list of available templates. If you want to set up a new template enter the name of the new template in the field below and Save. Use Delete to remove unwanted templates.	Mandatory	Default

MANUAL PARTS ADD

Manually adding Parts to the Expedient System is performed via menu Customs Clearance/Tariff **Class –Parts Masterfile.** By clicking the Add button or typing A will place the cursor in the input screen in Add Mode. See below:

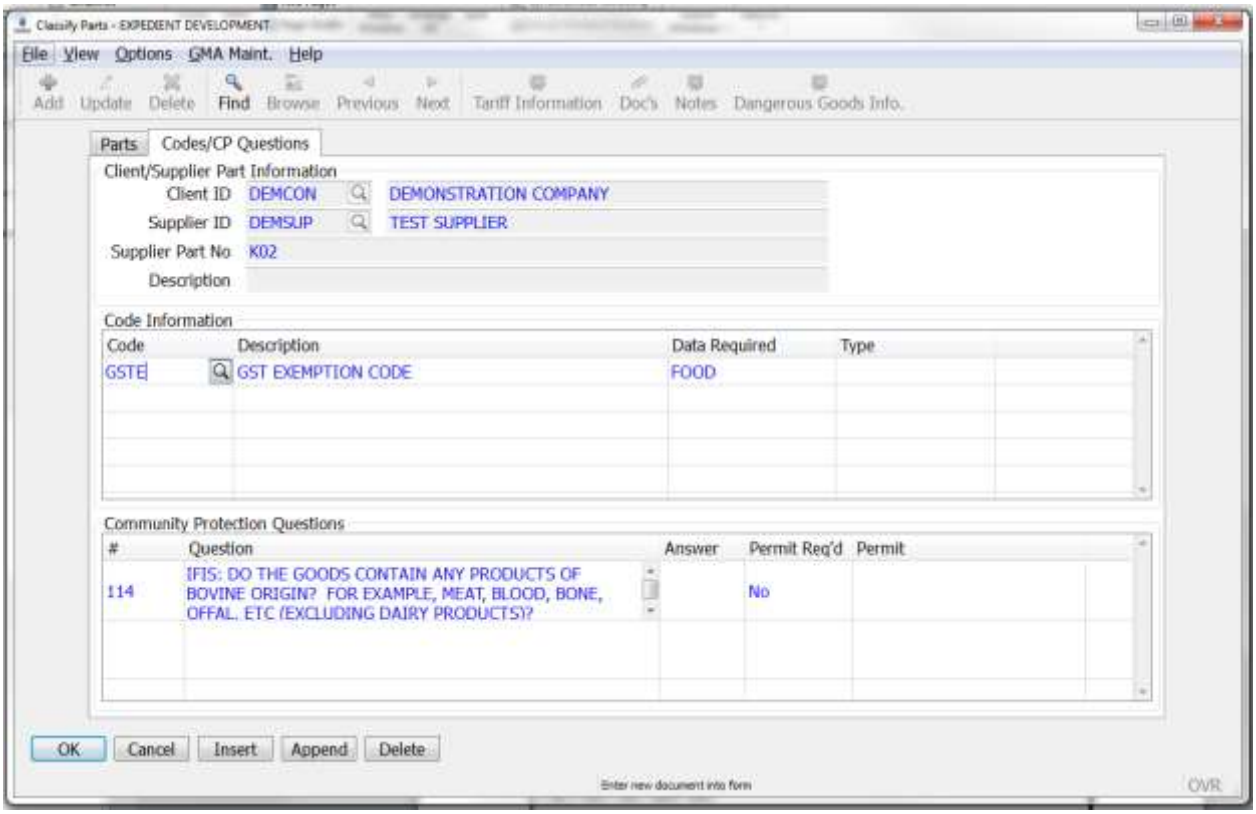

File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Tariff Information Docs Notes DG Info Part Weight
Part Details Codes/CP Questions EDI Part References
Attachments
Docs: 0 Notes: 0
Client/Supplier Part Information
Client Code 0312 HEL TEST CLIENT
Supplier Code 020LTD 020 LTD
Supplier Part No N20_BEER
Description HEL BEER
Client Part N20_BEER
ABN 20079873626
Last Job
Last Used
Cust TLF
Producer Code
Import Classification
TLF 6139K Tariff 22060078 Stat 15 UQ LA
Description BEER EXCEEDING 3.5%
Trt RNO 001 Instrument
Valid Import Yes TLF Approved Date
Description Data Required Type
Scheme Rate
GEN 47.47
Cost Price Quantity Factor 2.000000 VFD
Classified helens On 09/10/2015 Approved By On
Export Classification
Export TLF 0123TLF AHECC 02011040 E-UQ KG Quantity Factor 0.500000
Description FRESH OR CHILLED CARCASSES AND HALF-CARC
TLF Approved Date Valid Export Yes
Classified helens On 09/10/2015 Approved By On
(1 of 317)
OVR

Field Name	Description	Validation	Default
Client Code	This is the Customer Code. You can click on the to lookup the Customer Masterfile.	Mandatory	Blank
ABN	This is the Customer's ABN (and CAC if entered in the Customer Masterfile). This is a no entry field and is used for display purposes only	Mandatory	Customer Masterfile
Supplier Code	This is the Supplier Code. You can click on the to lookup the Supplier Masterfile. If you wish to add parts that are available to the customer from many suppliers use '#DEF' in this field. If you wish to add parts that are available for Export from the customer use '#EXP' in this field	Mandatory	Blank
Last Job	This is a no entry field and used to display what Import job this part was last used against and what mode the job was.	N/A	System Generated
Supplier Part No	This is the Supplier's Part Number	Mandatory	Blank
Last Used	This is a no entry field and used to display what date this part was last used in an Import Job	N/A	System Generated

Field Name	Description	Validation	Default
Description	This is the text description for the part. Use the to see a list of part descriptions previously used for the client and supplier. Selecting a row in this list will set the TLF for the Part to match the selected row.	Optional	Blank
Cust TLF	This is the reference the Customer uses for the TLF	Optional	Blank
Client Part	This is the part number the client uses to reference the part	Optional	Defaults to Supplier Part Number
	Import Classification		
TLF	This is the Import TLF that you wish to associate with this part. Use the to select a TLF from the TLF Masterfile. All other fields in this section are populated from the selected TLF Masterfile. Use the toolbar button  to access the TLF Masterfile screen.	Mandatory	Blank
Cost Price	This is the cost price stored against the part	Optional	Blank
Quantity Factor	This is the Landed Costing Volume/Weight factor for the part. Enter a value here that will be used to calculate the Customs Quantity when the Part is used in a Supplier Invoice e.g. the number of litres in a bottle, or the number of cans in a pallet	Optional	Blank
VFD	This is the Value for Duty	Optional	Blank
Classified	This is the user who classified this part for Import. This is a no entry field and used for display purposes	N/A	System Generated
On	This is the date the part was classified	N/A	System Generated
Approved	This is the user who approved this part for Import	Optional	Blank
On	This is the date the user approved this part	N/A	Today
	Export Classification		
Export TLF	This is the Export TLF that you wish to associate with this part. Use the to select a TLF from the Export TLF Masterfile. All other fields in this section are populated from the selected TLF Masterfile. The following fields will be populated with the information from the Export TLF Masterfile • AHECC • E-UQ • Description • TLF Approved Date • Valid Export	Mandatory	Blank
Quantity Factor	This is the Volume Factor for the part. Enter a value here that will be used to calculate the Customs Quantity when the Part is used in a Shipper Invoice e.g. the number of litres in a bottle, or the number of cans in a pallet	Optional	Blank
Classified	This is the user who classified this part for Export. This is a no entry field and used for display purposes	N/A	System Generated
On	This is the date the part was classified	N/A	System Generated

Field Name	Description	Validation	Default
Approved	This is the user who approved this part for Export	Optional	Blank
On	This is the date the user approved this part	N/A	Today

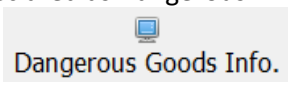
If your site stores Codes and/or CP Answers at Part level the Codes/CP Questions tab is visible.



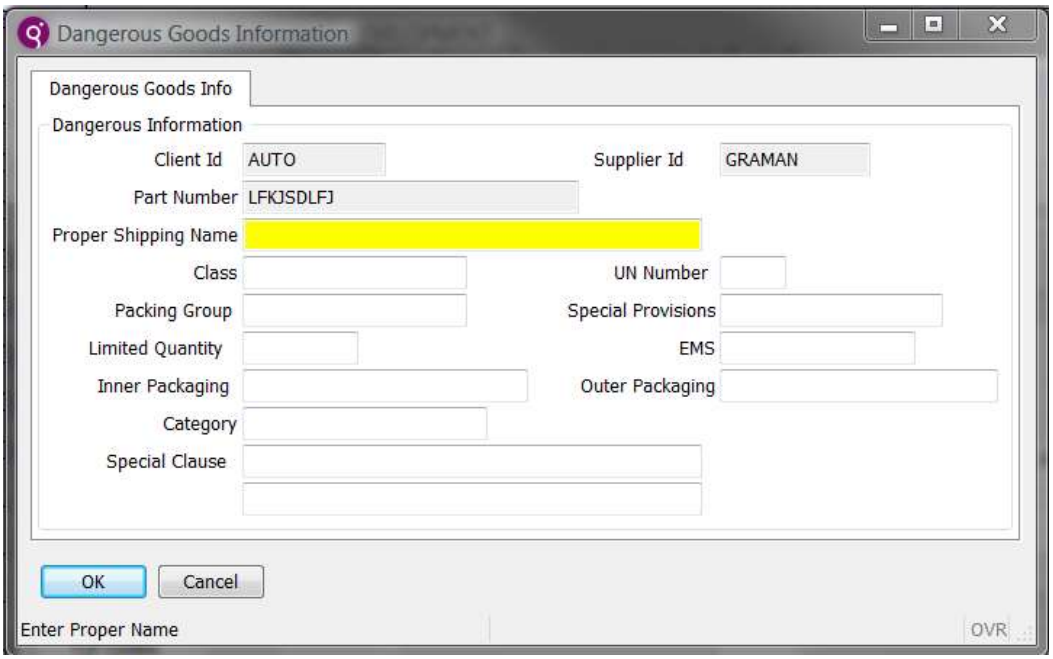
Field Name	Description	Validation	Default
Client Code	This is the client code from the Supplier Invoice	N/A	Supplier Invoice
Supplier Code	This is the code for the Supplier	N/A	Supplier Invoice
Supplier Part No	This is the part number used by the Supplier	N/A	Supplier Invoice
Description	This is the description added in the Parts tab	N/A	Parts tab
Code Information **If your site is storing Codes information in the Parts Masterfile this table is visible. Any Codes entered will be automatically added to any subsequent Supplier Invoice including this part.**			
Code	Use the to select a code from the list. The full text description will appear in the next column.	Optional	Blank
Data Required	Additional information may be required for the selected Code. Enter the text or use the to select a code from the list.	Conditional on the Code	Blank
Type	Additional 'Type' information may be required for the selected Code.	Conditional on the Code	Blank
Community Protection Questions **If your site is storing answers to CP questions in the Parts Masterfile and you have security access to**			

Field Name	Description	Validation	Default
	answer CP questions this table is visible.		
#	This is the number identifying the question	N/A	Customs
Question	This is the question required to be answered by Customs	N/A	Customs
Answer	Enter the answer to the question. Select from the pull down list. This answer will be stored and automatically added to any subsequent Supplier Invoices including this part	Optional	Blank
Permit Req'd	This indicates whether a permit is required for this tariff	N/A	Customs
Permit	Enter the Permit number if required. This number will be stored and automatically added to any subsequent Supplier Invoice including this part.	Optional	Blank

ENTERING DANGEROUS GOODS INFORMATION

If this part is declared as Dangerous information pertaining to dangerous goods can be stored using the toolbar button 

or in the Options menu, Enter Dangerous Goods Information.



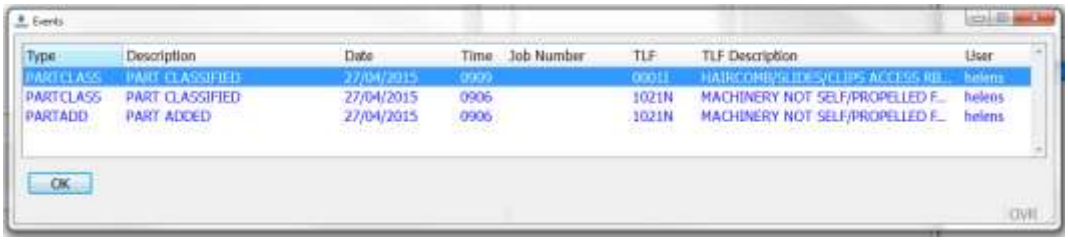
Field Name	Description	Validation	Default
Client Id	This is a no entry field, and for display purposes only	Mandatory	Parts Masterfile
Part Number	This is a no entry field, and for display purposes only	Mandatory	Parts Masterfile
Proper Name	This is the proper shipping name of the Dangerous Good	Optional	Blank

Field Name	Description	Validation	Default
Class	This is the Class of the Dangerous Goods. There are 9 classes of Dangerous Goods: Class 2.1 - Flammable gases Class 2.2 - Non-flammable, non-toxic gases Class 2.2 - Non-flammable, non-toxic gases sub-risk 5.1 (Oxidising gases) Class 2.2 - Toxic gases Class 3 - Flammable liquids Combustible liquids Class 4.1 - Flammable solids Class 4.2 - Substances liable to spontaneous combustion Class 4.3 - Substances that in contact with water emit flammable gases Class 5.1 - Oxidising agents Class 5.1 - Organic peroxides Class 6.1 - Toxic substances Class 8 - Corrosive substances Class 9 - Miscellaneous dangerous goods	Optional	Blank
UN Number	This is the four-digit numbers that identify hazardous substances, and articles (such as explosives, flammable liquids, toxic substances, etc.) in the framework of international transport	Optional	Blank
Packing Group	Packing groups are used for the purpose of determining the degree of protective packaging required for Dangerous Goods during transportation.	Optional	Blank
Special Provisions	Contains the numeric codes of special provisions that have to be met. These provisions concern a wide array of subjects.	Optional	Blank
Limited Quantities	The maximum quantity per inner packaging or article for transporting dangerous goods	Optional	Blank
EMS	This is the Emergency Schedule	Optional	Blank
Inner Packaging	This describes the type of inner packaging with the Dangerous Good	Optional	Blank
Outer Packaging	This describes the type of outer packaging with the Dangerous Good	Optional	Blank
Category	This is the Category of the Goods	Optional	Blank
Special Clause	Enter any Special Clause that pertains to this good	Optional	Blank

PART EVENTS

When parts are added either manually, automatically or from file uploads an Part Added event will be created against the Part Number. Any process that classifies the part, either manually or from file uploads will create a Part Classification event. Subsequent update of the TLF for the part will create another Part Classification event.

Manual and file upload events will include the user name. Automated processes will show the user as 'AUTO'. The events can be viewed from the Options menu. The most recent event will be at the top.



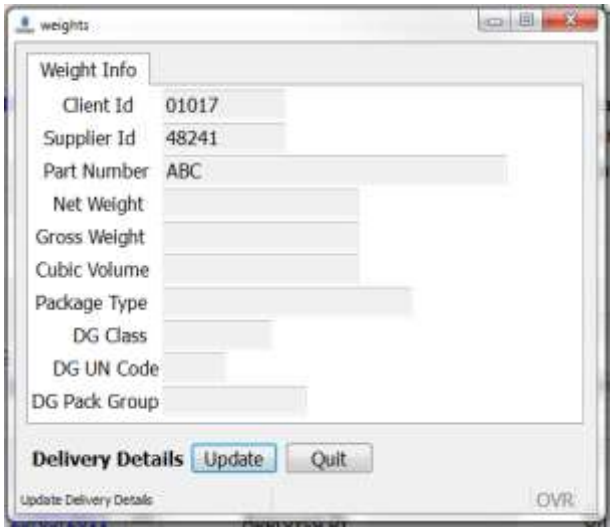
DELETING PARTS

To delete many parts from the database in one action create a CSV file of the parts you want to remove. Replace the TFL value for the parts with the word 'DELETE'. Upload the CSV file in the Corporate Interface>Inbound>Load Parts File option.

Please refer to Automatic Parts Download for the CSV file format required for loading the Parts file.

PART WEIGHT

To add dimensions information to the Part use the Part Weight toolbar button or use the Options menu, Update Weights.

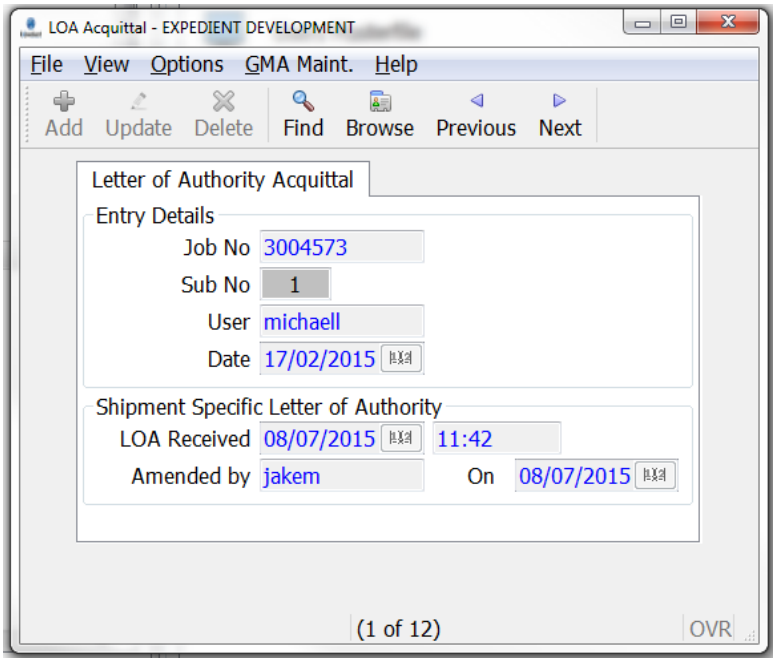


Field Name	Description	Validation	Default
Client ID	This is a no entry field, and for display purposes only	Mandatory	Parts Masterfile
Supplier ID	This is a no entry field, and for display purposes only	Mandatory	Parts Masterfile
Part Number	This is a no entry field, and for display purposes only	Mandatory	Parts Masterfile
Net Weight	This is the Net Weight of the Part	Optional	Blank
Gross Weight	This is the Gross Weight of the Part	Optional	Blank
Cubic Volume	This is the Cubic Volume for the Part	Optional	Blank
Package Type	This is the Packaging type of the part	Optional	Blank
DG Class	This is a free text field to store the DG Class	Optional	Blank
DG UN Code	This is a free text field to store the DG UN Code	Optional	Blank
DG Pack Group	This is a free text field to store the DG Pack Group	Optional	Blank

LOA ACQUITTAL

If your site is set to check for a valid Letter of Authority at the time of Entry submission you may have some users who are able to override the LOA requirement. To acquit the Entry the LOA Acquittal screen is available to these users.

This screen shows all Jobs where the need for a Letter of Authority was override at the time of submission. If you have the correct security access you will be able to Update and enter the LOA Receival information to acquit the Entry.



Field Name	Description	Validation	Default
Job No	This is the job number for the Entry	N/A	N/A
Sub No	This is the submission number for the Entry	N/A	N/A
User	The user who override the requirement for a valid Letter of Authority	N/A	N/A
Date	The date of the submission		
LOA Received	This is the date the shipment specific Letter of Authority was received followed with the time	Optional	Today
Amended	This is the user registered the acquittal	N/A	System Generated
On	This is the date of the acquittal	N/A	System Generated

ARCHIVING PARTS

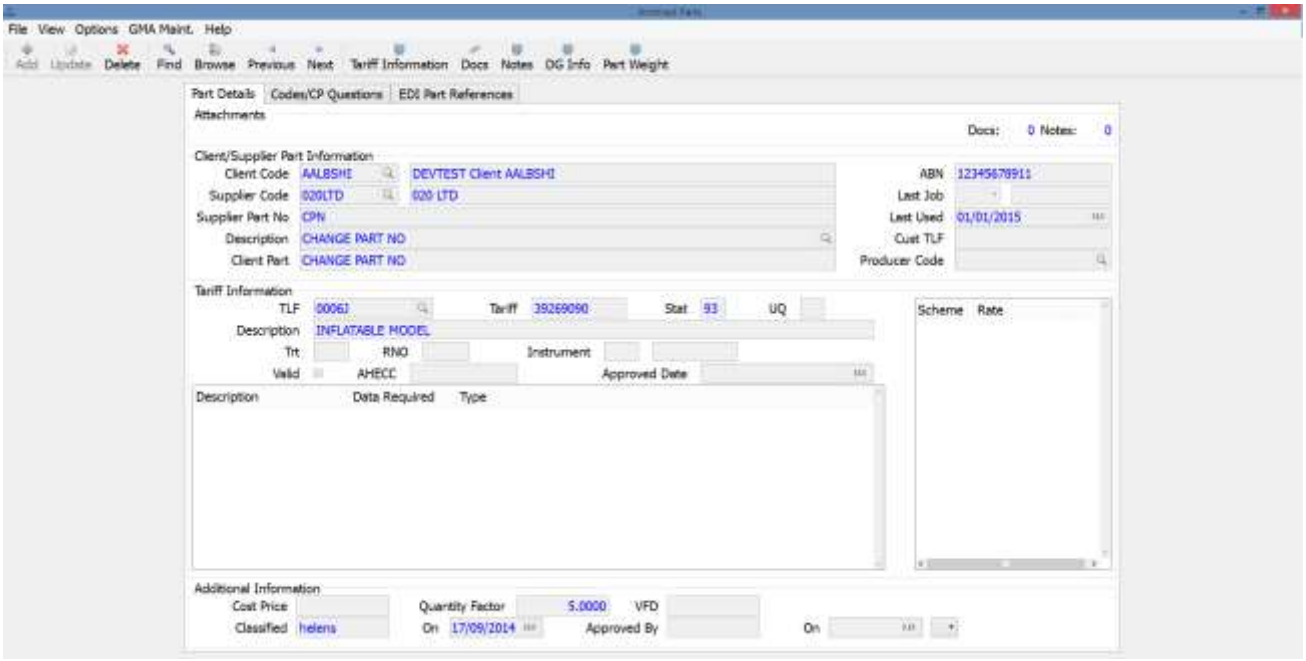
The following screens can be used to archive parts that have not been used for an extended period of time.

Once a record has been entered in the Archive Parts screen, a cron job is run daily to move the parts from the Parts Masterfile to the Archived Parts screen; this Archived Parts screen is a copy of the Parts Masterfile.

NOTE: If a part has been archived then it will not show in the Parts Zoom, however you can manually enter the archived part number in the Suppliers Invoice – it will then automatically be back in the Parts Masterfile. (This scenario does not apply to the Shippers Invoice)

Field Name	Description	Validation	Default
Customer Code	Enter in the Client Code that you want to archive the parts against. NOTE: This code is the Client Code in the Parts Masterfile.	Mandatory	
Date Part Last Used	The date entered in this field, archives parts that have been 'Last Used' before this date. For Example; If 01/01/2015 has been entered – then it will retrieve any part that was 'Last Used' before this date. NOTE: If the 'Last Used' field in the Parts Masterfile is blank then it will also archive the parts.	Mandatory	
Posted	This indicates if the record has been posted. Once the cron job (ARCH_PARTS) has been run this indicator changes from NO to YES. Read Only field. NOTE: You are not able to amend the details once the record has been posted.	N/A	NO
Added By	This is the name of the user that added the record. Read Only field.	N/A	
Date	This is the date that the record was added. Read Only field.	N/A	

Once the part is archived, the details will then be shown in the Archived Parts screen.


File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Tariff Information Docs Notes OG Info Part Weight
Part Details Codes/CP Questions EDI Part References
Attachments
Docs: 0 Notes: 0
Client/Supplier Part Information
Client Code AALBSHI DEVTEST Client AALBSHI
Supplier Code 020LTD 020 LTD
Supplier Part No CPN
Description CHANGE PART NO
Client Part CHANGE PART NO
ABN 12345678911
Last Job
Last Used 01/01/2015
Cust TLF
Producer Code
Tariff Information
TLF 00061 Tariff 39269090 Stat 93 UQ
Description INFLATABLE MODEL
Trt RNO Instrument
Valid AHECC Approved Date
Description Data Required Type
Scheme Rate
Additional Information
Cost Price Quantity Factor 5.0000 VFD
Classified helens On 17/09/2014 Approved By On

TARIFF ADVICE REGISTER

Where the classification of goods is not known or there is no eligibility for a Tariff Concession Order (TCO), then a Broker, Forwarder or Importer may seek a Tariff Advice from Customs.

The Tariff Advice of the goods will be recognised by Customs for 5years from the Decision Date on the Application.

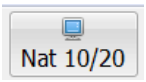
If there is a record of a Tariff Advice, then it will show the message “Tariff Advice Exists for this Part” in the Parts Masterfile.

Field Name	Description	Validation	Default
	Attachments Group		
Notes	Notes can be added per record. Optional.		
	Lodgement Information Group		
Reference No.	System Generated Reference Number. Read Only field. This is populated when the OK Button is selected.		Blank
Tariff Advice Number	This number is supplied by Australian Customs. It is manually entered. Mandatory field.		Blank
Client Code	The Parts Masterfile Zoom is attached to this field. Mandatory field. Once the Tariff Advice has been saved, you are not able to update this field.	Parts Masterfile	Blank
Client Description	The Client Description will automatically populate when the Client Code is entered. Read Only field.		
Supplier	The Supplier Masterfile Zoom is attached to this field.	Supplier	Blank

Field Name	Description	Validation	Default
Code	Mandatory field. Once the Tariff Advice has been saved, you are not able to update this field.	Masterfile	
Supplier Description	The Supplier Description will automatically populate when the Supplier Code is entered. Read Only field.		
Created Date	This field is automatically populated in ADD Mode. Read Only field.		Current Date
User ID	This field populates when the User ID of the person that created the Tariff Advice. It will auto-populate with the User ID when the OK Button is selected. Read Only field.		Blank
Current Tariff Advice Status	Current status of the Tariff Advice. The following Values are shown in the drop down list: • Valid: Tariff Advice is valid with Customs for 5years • Expired: Tariff Advice expires with Customs after 5years • Revoked: Cancelled by Customs If the Expired Date is past the current date, then the Status will be automatically updated from 'Valid' to 'Expired' by a nightly cron job - UPDTRFSTAT Mandatory field. NOTE: If the status of the Tariff Advice is REVOKED or EXPIRED, then you are not permitted to delete the record.		Valid
Expired Date	This date is 5 years from the Decision Date. It is automatically updated in ADD Mode, when the Decision Date is entered. Read Only field.		
Part Details Group			
#	The Line Number of the Part. It will automatically populate when the user navigates to a different Part line. Read Only field.		
Part No	When the Zoom is selected it will open the Parts Search window that matches the Client & Supplier codes that have been entered in the Lodgement Information Group. Only valid Part Numbers are permitted in this field. NOTE: You cannot add the same Part No twice in the same record. Optional field.	Parts Masterfile	
Part Description	When the valid Part Number is entered, then the corresponding description is automatically populated. Read Only field.	Parts Masterfile	
Claimed Tariff Group (Proposed to Customs)			
Tariff Advice Description	Brief description of the Tariff Advice that is lodged to Australian Customs. Optional field.		
Claimed Tariff	Tariff the goods are classified too. The Tariff entered in this field is validated against the TLF Masterfile. Optional field.	TLF Masterfile	

Field Name	Description	Validation	Default
Claim Trt	Treatment Code that is classified. There is no validation on this field. Optional field.		
Claim TCO	Tariff Concession Order that is classified. There is no validation on this field. Optional field.		
Lodgement Date	The date the Tariff Advice Application was lodged with Australian Customs. This date is automatically populated to the current date in ADD Mode, when you tab through the field. Optional field.		
	Given Tariff Group (Customs Decision) This information is entered once the Advice has been returned by Customs.		
Given Tariff	Tariff the goods are classified too. The Tariff entered in this field is validated against the TLF Masterfile. Optional field.	TLF Masterfile	
Given Trt	Treatment Code that is classified. There is no validation on this field. Optional field.		
Given TCO	Tariff Concession Order that is classified. There is no validation on this field. Optional field.		
Decision Date	This date is manually updated. The Expiry Date field will be automatically updated 5years from the Decision Date – in Add Mode Only. Optional field. This field is disabled in UPDATE mode.		

Creating a Nature 10/20

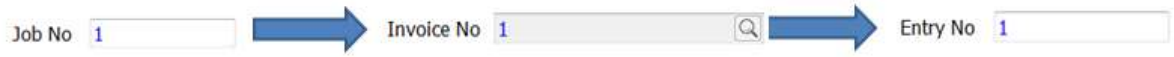
The Nature 10/20 can be created from the toolbar button 

in the Customs Job Registration screen, in the Supplier Invoice screen or via Menu **Customs Clearance/Tariff Class> Nature 10/20.**

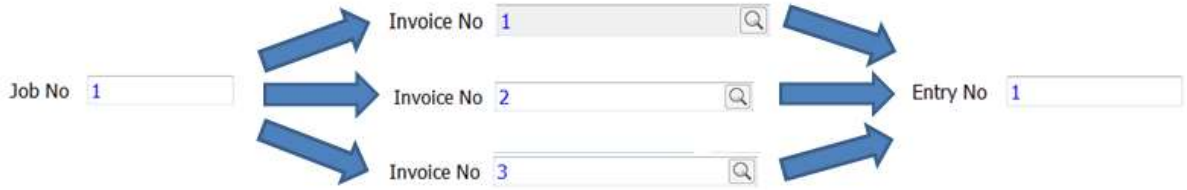
Entries can be created from Jobs and Supplier Invoices in the following scenarios

Normal Entries

1 Job/1 Invoice/1 Entry



1 Job/Many Invoices/1 Entry



Separated Entries

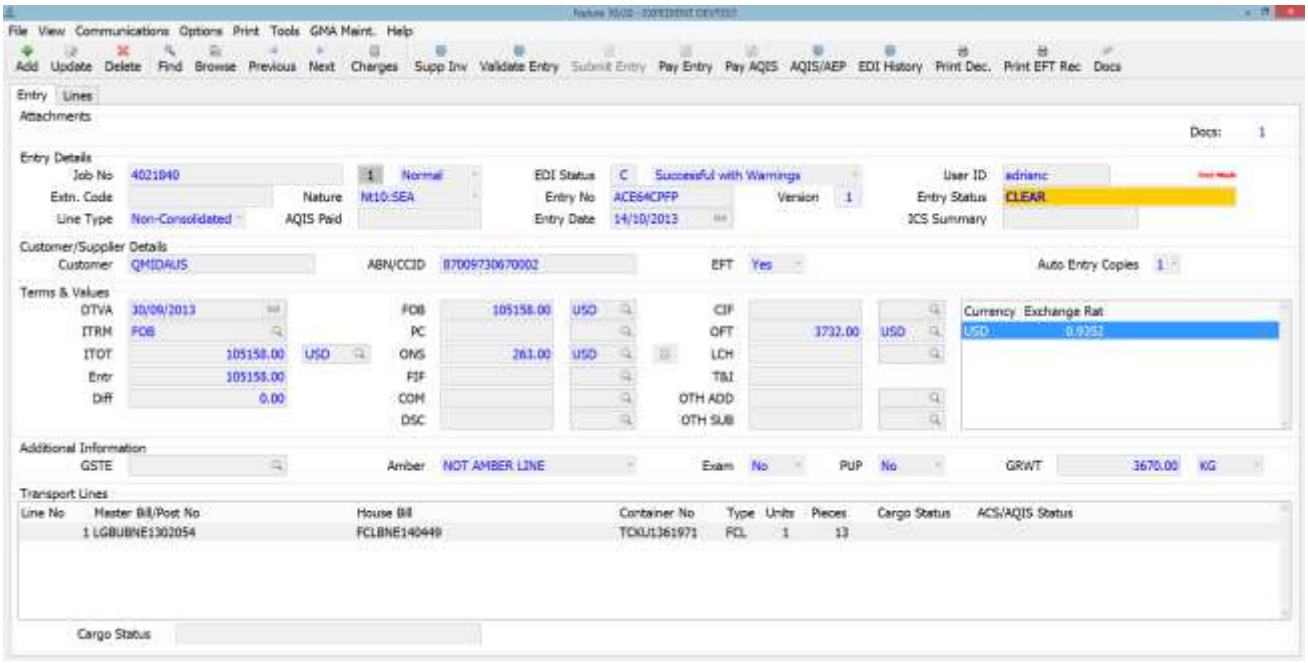
1 Job/Many Invoices/Many Entries

1 Job/1 Invoice/Many Entries

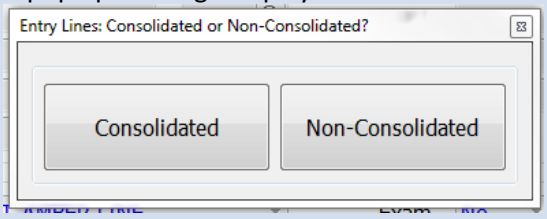
Multi-Job (available as sites configured for Multi-Job Entries, please contact Expedient Software)

Many Jobs/Many Invoices/Many Entries

The jobs must be matched by Masterbill Number, Client code and, for sea jobs, the Vessel Code.



Field Name	Description	Validation	Default
	Entry Tab		
Job No	This is the Job Number. If you have entered this screen via the Job Registration screen or the Supplier Invoice screen the job number will populate. If you access this screen via the Customs Clearance / Tariff Class. Menu then you will need to enter a valid Job Number before adding a new entry. When the Job Number is provided Expedient will search for any Supplier Invoices that exist for the Job Number.	Mandatory	Job Registration / Supplier Invoice
Sub No	This field shows the Submission number for the new entry. The first entry created for a job will default to '1'.	Mandatory	System Generated

Field Name	Description	Validation	Default
Normal /Separated	This field provides the option to create a Normal entry or a Separated Entry. Select the relevant option. Selecting to prepare a Separated Entry will show the following pop up window with options on how to separate the Supplier Invoices for the job You can choose which invoices are used to create each entry submission. Or, you can select 'Auto-Select via Supplier Invoice Line Sub No'. This will create entry submission based on the Sub No provided in each Supplier Invoice during compilation. Add a new Entry until each Sub No has been assigned to an Entry. Please note you cannot select 'Auto-Select' and specific invoices as the same time.	Mandatory	Normal
Consolidated or Non-Consolidated	A pop up Message displays  Consolidated: Supplier Invoice lines with the same Tariff, Origin, Preference, Preference Rules, Codes information and Permits will be grouped into a single line on the Customs Entry Non-Consolidated: The Customs Entry will have one line per Supplier Invoice Line This pop up question will not appear in the Customer Masterfile, Import Tab Entry Type field has been set Consolidated or Non-Consolidated.	Conditional on Entry Type flag in the Customer Masterfile, Importer tab	Blank

Field Name	Description	Validation	Default
Prepare Entry – Validation	After selecting the type of entry Expedient will check the Supplier Invoices for the job and check if there are any information is missing or incorrect. Where mandatory information is missing or incorrect Expedient will show the Error details and will not allow the preparation of the Entry to continue. Fix the advised errors and prepare the Entry again. If the information is not mandatory Expedient will show a warning message but the entry can continue to be prepared This check can include a warning if TLFs used against any parts are not approved, and if a valid Letter of Authority exists for all the Suppliers and the Client for the Entry. Contact Expedient Software if you would like this check put in place.	N/A	System Generated
EDI Status	This indicates the status of the last transaction to Customs	N/A	System Generated
User ID	This is the user that sent the Customs submission	Optional	System Generated
Extn. Code	This is the external reference for the job and is normally advised by an external system. This is populated from the Job Registration screen.	N/A	External System
Nature	This is the Nature Type. This automatically sets a value based on the Job Number that is selected. You can also select a Nature type from the pull down list.	Mandatory	Job Registration
Entry No	This is the Entry No and version number received from Customs	Optional	Customs
Version	This is the version of the Submission sent to Customs	N/A	System Generated
Entry Status	This indicates the status of the Nature 10/20 submission to Customs	N/A	System Generated
Line Type	This indicates whether the entry was consolidated or not during preparation	N/A	System Generated
AQIS Paid	This indicates the amount paid to AQIS	Optional	Blank
Entry Date	This is the date the submission was made to Customs	Optional	System Generated
ICS Summary	This is the Customs Clearance Status for the job. This information is colour coded - N=red, $=yellow, Y=green. The text will be displayed in the worst case colour against the job.	N/A	Customs
Customer	This is the customer code for the client	Mandatory	Blank
ABN/CCID	This is the ABN/CCID of the Customer that you have clearing the goods for. Please Note: If the ABN/CCID is not recognised by Customs then the Entry will not be able to be lodged from Expedient. The ABN (and CAC number if entered) is populated from the Customer Masterfile.	Mandatory	Customer Masterfile
EFT	This indicates whether Customs will be paid by EFT. If NO, then the “Pay Entry” and “Submit & Pay” buttons are disabled.	Mandatory	Yes
Auto Entry Copies	This indicates the number of copies automatically printed when the Entry is received from Customs. This number is set in the Customer Masterfile for the client, Importer tab.	Mandatory	Customer Masterfile

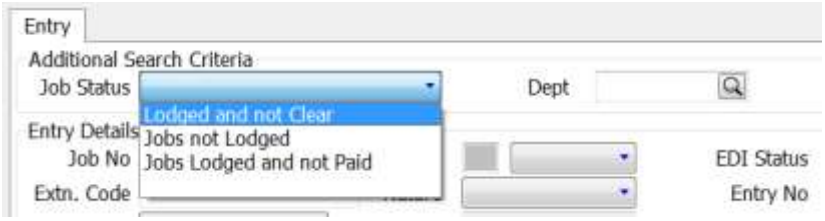
Field Name	Description	Validation	Default
DTVA	This is the Date of Valuation	Mandatory	Job Registration
ITRM	This is the ICS Invoice Terms. You can click on to display the list of IMD Invoice Terms. If a Term doesn't exist then please contact GMA Staff	Mandatory	Blank
ITOT	This the Invoice Total of the Goods followed by the Currency. The value and currency cannot be updated unless the Entry type is Express.	N/A	System Generated
Entr	This is the Invoice value actually entered	N/A	System Generated
Diff	This is the difference between the ITOT and Entr values	N/A	System Generated
FOB	This is the Freight on Board value followed by the Currency which will default to match the ITOT Currency	Optional	Blank
PC	This is the Cost of Original Export Packing followed by the Currency which will default to match the ITOT Currency	Optional	Blank
ONS	This is the Cost of Marine Insurance. This is calculated using the following rules: Terms = EXW, FOB, FCA, FAS FOB value multiplied by the ONS Factor stored against the Customer (See Customer Masterfile/Importer Tab/ONS Factor Field) OR if this is blank then use the system default. (Usually .0025%) Terms = CFR, CIF, CIP, CPT, DAP, DAT, DDP, DDU, DEQ, DES, CIF value less freight (OFT) multiplied by the ONS factor stored against the Customer OR if this is blank then use the system default. e.g. ONS=((CIF-OFT)/ (1 + factor)) * factor The system default is currently set to .0025 but can be changed upon request. The Customers ONS Factor can be set under the Importer Tab in the Customer Masterfile. By default, your system will not have this activated. Upon request this can be added. There are 2 levels: Add button to Nature 10/20 Screen and when clicked will calculate the ONS Amount based off the above rules Automatically calculate this value on all import declarations without having to click the button. This is followed by the Currency which will default to match the ITOT Currency	Optional	ONS Factor OR System Default
FIF	This is the Cost of Inland Freight Carrying Goods followed by the Currency which will default to match the ITOT Currency	Optional	Blank
COM	This is the cost of Commission followed by the Currency which	Optional	Blank

Field Name	Description	Validation	Default
	will default to match the ITOT Currency		
DSC	This is the Discount Amount followed by the Currency which will default to match the ITOT Currency	Optional	Blank
CIF	This is the Value of Goods include Marine Insurance and Freight followed by the Currency which will default to match the ITOT Currency	Optional	Blank
OFT	This is the Overseas Freight and/or deductible inland freight costs followed by the Currency which will default to match the ITOT Currency	Optional	Blank
LCH	This is the Cost of Landing Goods into Store followed by the Currency which will default to match the ITOT Currency	Optional	Blank
T&I	This is the Transport and Insurance Valuation in Australian Dollars	Optional	Blank
COM	This is the cost of Commission followed by the Currency which will default to match the ITOT Currency	Optional	Blank
OTH ADD	This is the Cost of other Charges followed by the Currency which will default to match the ITOT Currency	Optional	Blank
OTH SUB	This is the Cost of any other Charges followed by the Currency which will default to match the ITOT Currency	Optional	Blank
Currency/ Exchange Rate	This table shows the currencies associated with the invoice and the current Exchange Rate	N/A	System Generated
GSTE	This is the Goods and Services Tax Exemption Number. These are advised by AU Customs each night	N/A	Customs
Amber	This is the Amber Reason Code. Select from a drop down list of options	Optional	NOT AMBER LINE
Exam	Enter Y for Visual Exam Applied	Optional	No
PUP	Enter Y if Paying under Protest	Optional	No
GRWT	This is the Gross Weight followed by the unit of Measurement	Optional	Job Registration
Master Bill/Post No	This is the Master Bill for the Cargo Report associated with the job	Optional	Cargo Report
House Bill	This is the House Bill for the Cargo Report associated with the job	Optional	Cargo Report
Container No	This is container number in the Cargo Report associated with the job	Mandatory	Commodity Details in the Cargo Report
Type	This is the container type for the container in the Cargo Report associated with the job	Optional	Commodity Details in the Cargo Report
Units	This is the number of units. This is only sent to Customs for FCL shipments and usually is set 1 for 1 container.	Optional	1
Pieces	This is the number of pieces in the Cargo Report associated with the job Please Note: 1 for Bulk / Break Bulk	Mandatory	Cargo Report
Cargo Status	This is the Customs Status for each line	N/A	Customs
ACS/AQIS Status	This is the ACS/AQIS status for each container. This information is colour coded - N=red, $=yellow, Y=green. The text will be displayed in the worst case colour against the	N/A	AQIS

Field Name	Description	Validation	Default
	container.		
	Action Buttons		
Validate Entry	This button validates the mandatory elements that Customs require. It will list errors and warnings messages in the Validation Window. The 'CSV' and 'TXT' buttons on this window will assist the user to export the list of exceptions. This function is beneficial when there is a large amount of errors. If there is no errors found then it will create an event (IMDV) against the Job.		
Docs	This allows the user to attach supporting documents that relate to the Nature 10 / 20.		

SEARCH OPTIONS IN THE ENTRY TAB

Click Find to access search options in the Customs Entry screen.

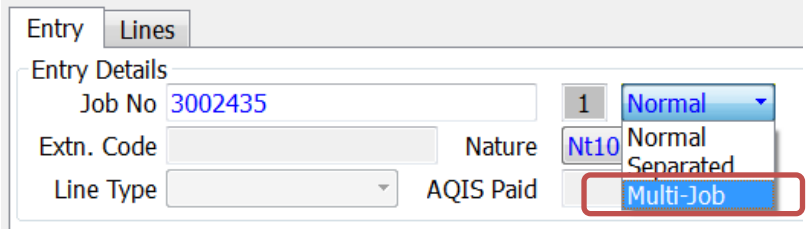


Select from the pull down list and, if required, a Department code. Add any other search criteria to the Entry screen, if required, then hit Enter to find the Customs Entries matching the search criteria. Use Previous Next to scroll through the Entries. These search options are provided as an alternative to the CSV Report options available in Customs>Jobs Reports.

A search on Jobs Lodged and not Paid, and Jobs Lodged and not Clear will not list Jobs where the Entry Status is ATD.

MULTI-JOB ENTRIES

Where your site is configured to allow grouping of jobs into one entry a third 'Multi-Job' option is available under Normal and Separated



After selecting whether to consolidate the Entry a pop up window will display the jobs that can be consolidated into the single entry.

Expedient will list the jobs where

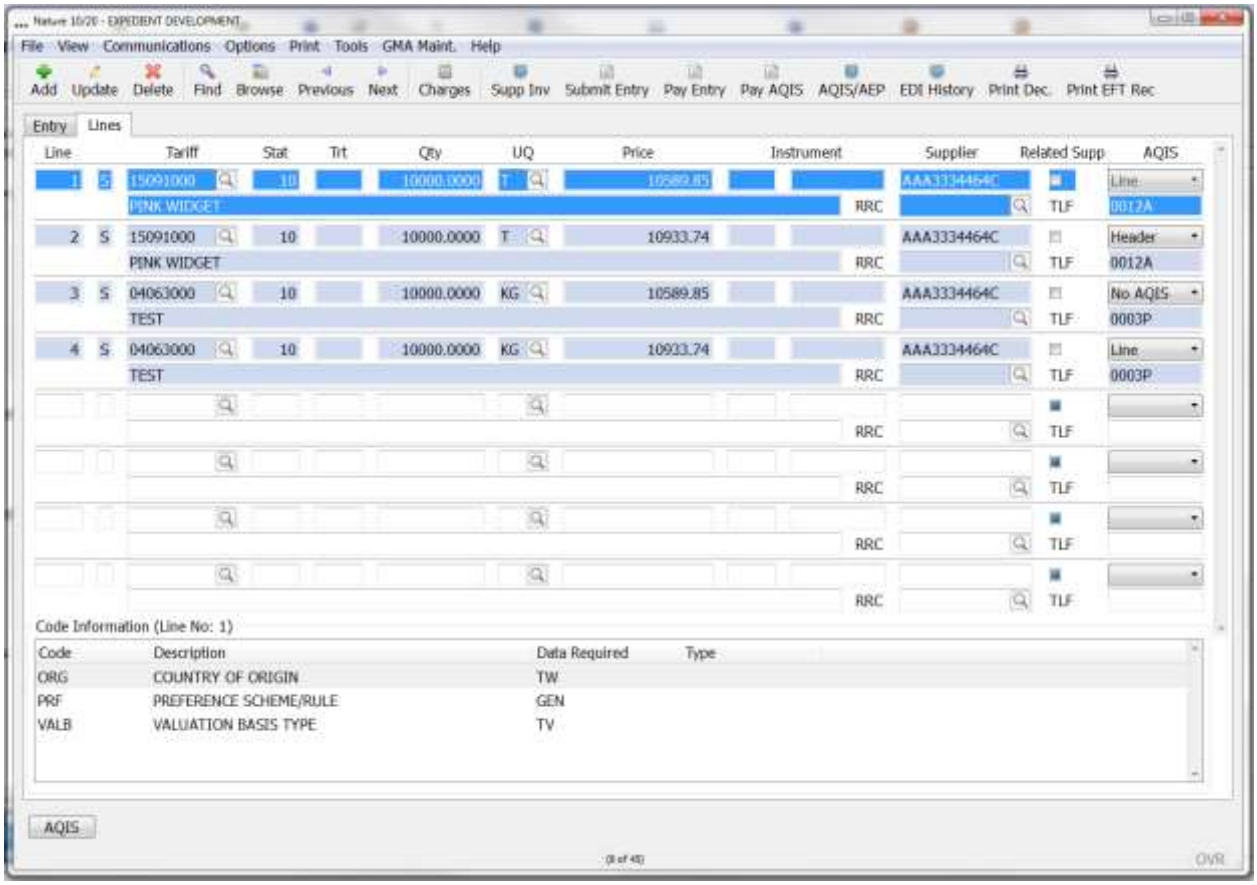
- The Entry Job has a Masterbill Number and,
- All the related Jobs have the same client code as the Entry Job and,
- The Date of Registration for the related jobs is within the last 365 days and,

- For AIR jobs the Airline, the Flight Number, the Date of Arrival and the Supplier Code matches or,
- For a SEA Entry Job the vessel is named and there is a Voyage ID and,
- For SEA jobs the Ship and the Voyage ID matches the SEA Entry Job

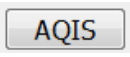
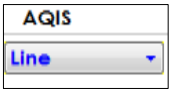
Invoices can be de-selected before preparing the Entry by clearing the tick box at the start of each row in the table.

CUSTOMS ENTRY LINES TAB

Below are the Lines of the Nature 10/20 Entry Screen:


File View Communications Options Print Tools GMA Maint. Help
Add Update Delete Find Browse Previous Next Charges Supp Inv Submit Entry Pay Entry Pay AQIS AQIS/AEP EDI History Print Dec. Print EFT Rec
Entry Lines
Line Tariff Stat Trt Qty UQ Price Instrument Supplier Related Supp AQIS
1 S 15091000 10 10000.0000 T 10589.85 AAA3334464C Line
PINK WIDGET RRC TLF 0012A
2 S 15091000 10 10000.0000 T 10933.74 AAA3334464C Header
PINK WIDGET RRC TLF 0012A
3 S 04063000 10 10000.0000 KG 10589.85 AAA3334464C No AQIS
TEST RRC TLF 0003P
4 S 04063000 10 10000.0000 KG 10933.74 AAA3334464C Line
TEST RRC TLF 0003P
Code Information (Line No: 1)
Code Description Data Required Type
ORG COUNTRY OF ORIGIN TW
PRF PREFERENCE SCHEME/RULE GEN
VALB VALUATION BASIS TYPE TV
AQIS

Field Name	Description	Validation	Default
	Entry Lines Entry Line information cannot be edited in this screen. Please update the corresponding Supplier Invoice		
Line	This is the Entry Line Number. The number is followed by a field which indicates the submission status of the line A = Amended I = Inserted S = Successfully Submitted D = Flagged for Deletion X – Successfully Deleted	N/A	System Generated
Tariff	The eight-digit tariff classification applicable to the goods being entered, as specified in Schedule 3 of the Australian Customs Tariff. This is populated from the TLF Masterfile for the Part	N/A	TLF Masterfile
Stat	The statistics code. This is populated from the TLF Masterfile for the Part	Conditional on the Tariff	TLF Masterfile
TRT	This is the 3 letter Treatment Code.	N/A	Supplier Invoice
Qty	This is the Quantity of the Parts from the Supplier Invoice	N/A	Supplier Invoice
UQ	This is the Unit Quantity for the Tariff.	Conditional on the	TLF Masterfile

Field Name	Description	Validation	Default
		Tariff	
Price	This is the sum of the Price of the Parts on the Entry Line	N/A	Supplier Invoice
Instrument Code/Number	This is the Instrument Code and Number.	Conditional on the Tariff	TLF Masterfile
Supplier	This is the Supplier's CCID populated from the Supplier Masterfile	N/A	Supplier Masterfile
Related Supp	This indicates whether the Supplier is related to the client. This is populated from the Supplier Masterfile.	N/A	Supplier Masterfile
AQIS	This describes any AQIS needs on the line. This can be set up at the header level which will set the AQIS to be equal to the Header or you can select AQIS on each line. Setting this at the header is done via Options – AQIS/AEP Details If the AQIS is applicable to the line item only highlight the line and then click on  at the bottom of the screen. The AQIS line will now display the following:  AQIS/AEP details set for the Entry Line will be shown on the Entry Print	Optional	TLF Masterfile from Part
RRC	This indicates the Refund Reason Code. Use the in Add and Update to search the available RRC codes.	Optional	Blank
TLF	This indicates the TLF for the entry line	N/A	Supplier Invoice
Code Information	This table displays the Codes Information entered in the Supplier Invoice. Click on the each Entry line to see the Codes Information against each Entry line. Any updates required to the Codes Information here must be done in the relevant Supplier Invoice. See Updating the Supplier Invoice after creating the Entry	N/A	Supplier Invoice

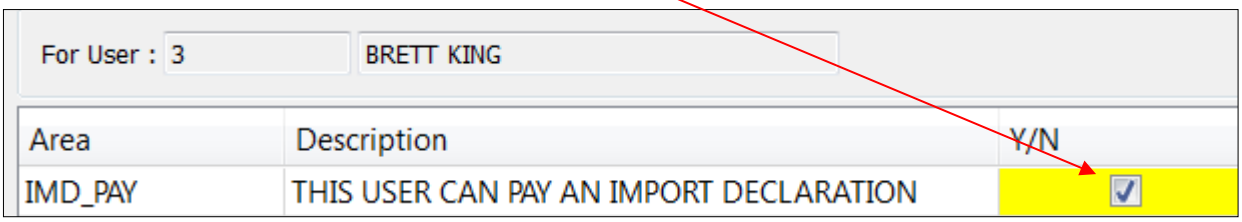
CUSTOMS ENTRY SUBMISSION PROCESS

Submit Entry This option lodges the Entry with Customs, without authorising Customs to Debit any money. Only a Customs Broker with an ICS Broker Number in the Users Masterfile can submit a Customs Entry.

The ICS Client Notes will pop up before the submission process begins if the pop up configuration has been set in the Customer Masterfile. It is possible to pre-answer some of the questions based on the User Broker details. Expedient can stop the submission process if Letters of Authority are missing for the Suppliers and the Client for the Entry. If you would like to activate these functions please contact Expedient Software through Support Tracker. If your site has set up Lodgement Authority Levels Expedient will stop the submission process if the Broker does not have the appropriate Authority Level for the Customs Level.

After Customs confirm successful submission an email from Customs will be sent to the Broker who last successful sent the Entry.

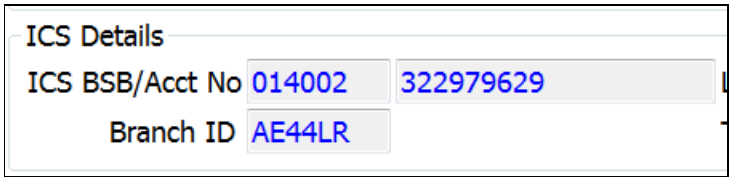
Pay Entry This option directs Customs to debit the money when they are ready. Any User within the Users Masterfile/User Options that has IMD_PAY set to yes can pay. The Nature 10/20 screen button to Pay the Entry will be greyed out for users that do not have this option turned on.



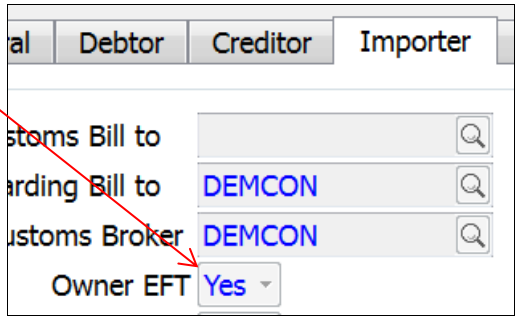
ENTRY PAYMENT OPTIONS

For payment of Duty there are 3 ways money can be withdrawn from Customs

The first option is whereby the money is withdrawn from the Customs Brokers Bank Account. The Bank Account Details, in which Customs draw the money from is stored in the Branch Masterfile, see below:

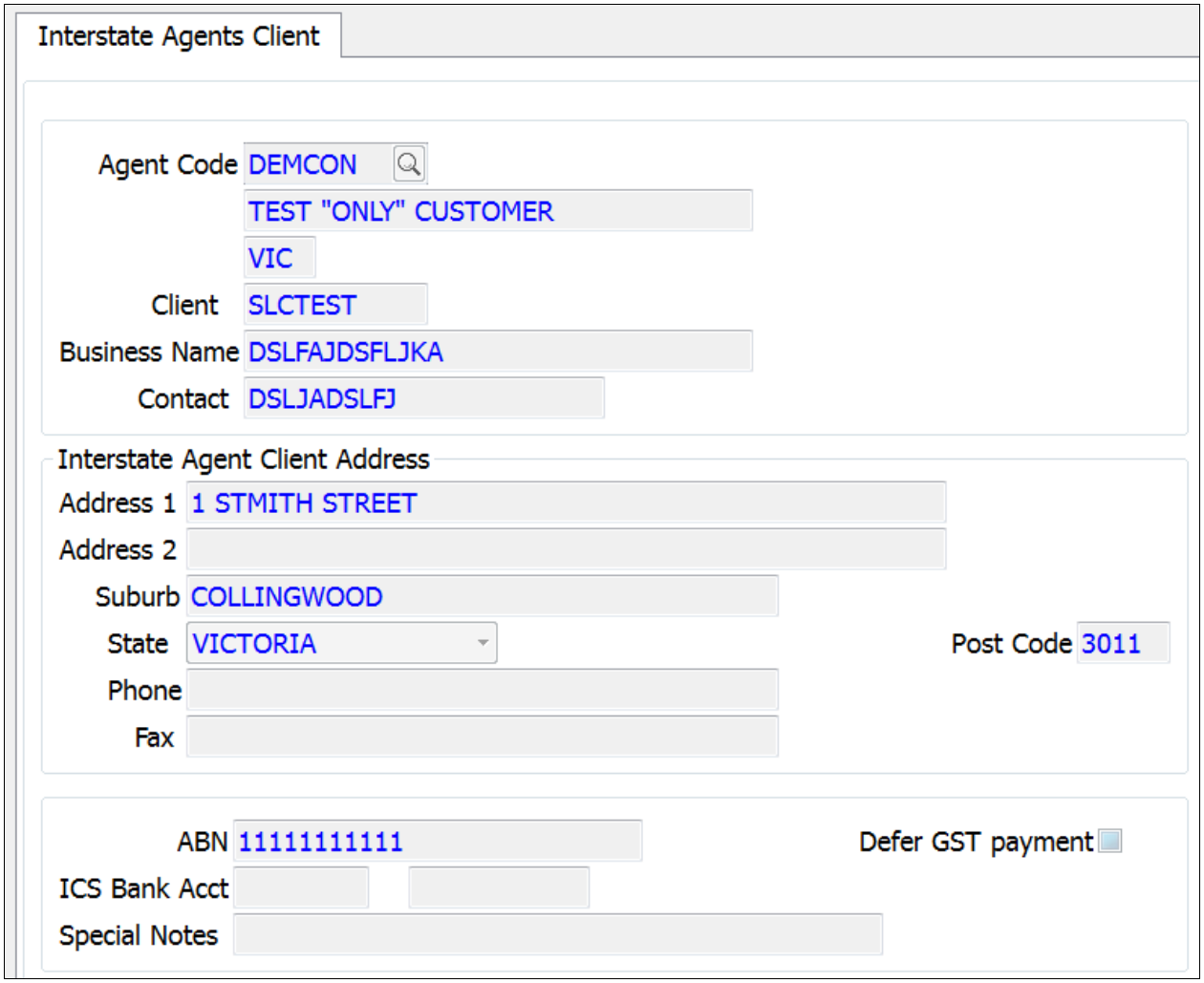


The second option is whereby the money is withdrawn from the Customers Bank Account Directly. This is set up in the Customer Masterfile in the Importer / Bank Detail Tab
See Below:



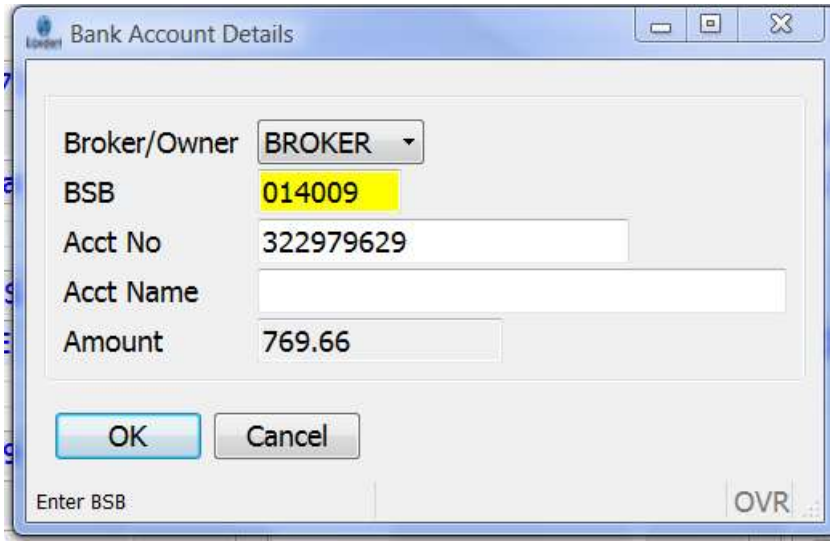
The third option is where the Customer is set up as an Agent's Client (that is, you are performing the clearance for your customers' customer). This is set up in the Debtor Tab in the Customer Masterfile:

Once this is flagged as yes then users can enter the Agents Customers in the Interstate Agents Clients Masterfile Screen (available in Options). This screen allows users to enter the ABN, ICS Bank Account Information and whether they are GST Deferred.



UPDATE BSB

If the Bank Information that is used is not the Brokers'/Customers/Agent's Client's, then users can amend this for the relevant entry.



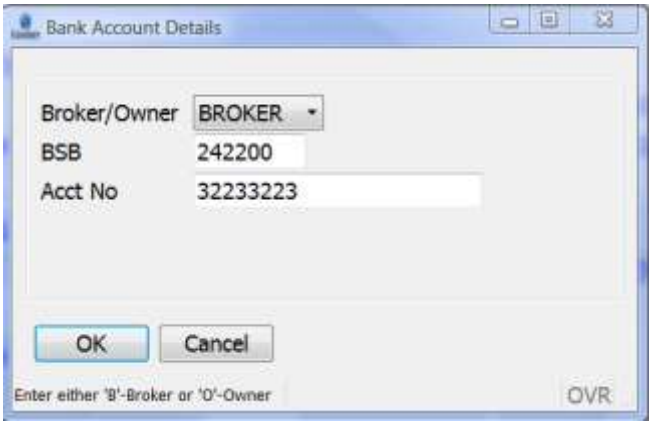
GST DEFERRED

Customs Accounts can be set up with Customs to defer GST. A GST Deferred indicator is stored in the Expedient System against the Customer Masterfile and/or Interstate Agents' Client Masterfile. This is used only for printing of Pre-Lodgements to ascertain the amount of Duty/GST payable. Once the Customs Entry is sent to Customs, Customs know where that Customer is GST Deferred or not.

PAY AQIS

This option sends the relevant information to pay AQIS. Only a User with a valid AQIS number and an expiration date greater than today within the User's Masterfile can perform this function.
Similar to paying Duty, the AQIS payment can be drawn from the Brokers Account, or the Customers (Owner) Account. See the below screen of the Payment Option:

Please Note: If the OWNER option is not available to any user, please inform the Expedient Support team who will be able to activate this.



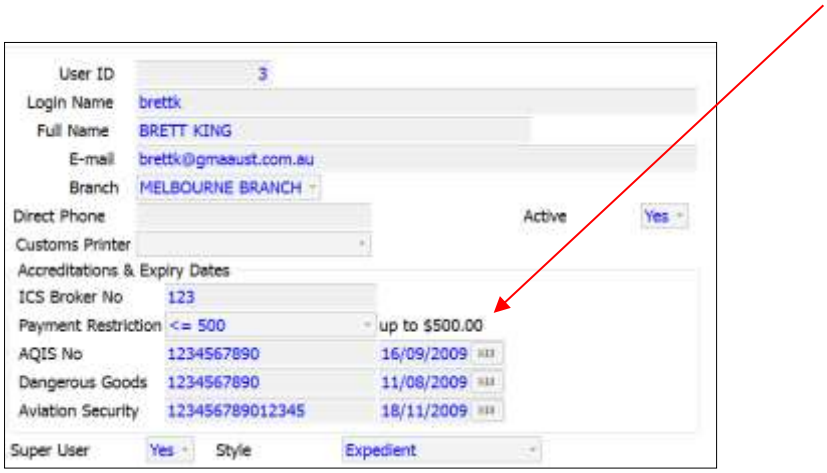
PAYMENT AUTHORITY

Expedient can enforce payment level authority when paying an entry.

This is set to off as default. If this is a feature that is required, then please contact GMA Support to activate this. Once this feature is activated, Payment levels are set up in Menu Administration / Company Details / Entry Payment Levels. The data in the Pay Levels is entirely up to the company policies. The below list is a guide only:

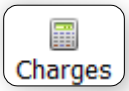
Code	Description	Amount
NP	PAYMENT NOT ALLOWED	0
LV1	<= 500	500
LV2	<= 1000	1000
LV3	<= 10000	10000
LV5	<= 100000	100000
LV6	UNRESTRICTED	999999999

Once the above has been set up, a Super User can then set an individual's payment level in the Users Masterfile. This is located in Administration – Company Details – Users Masterfile, see below:



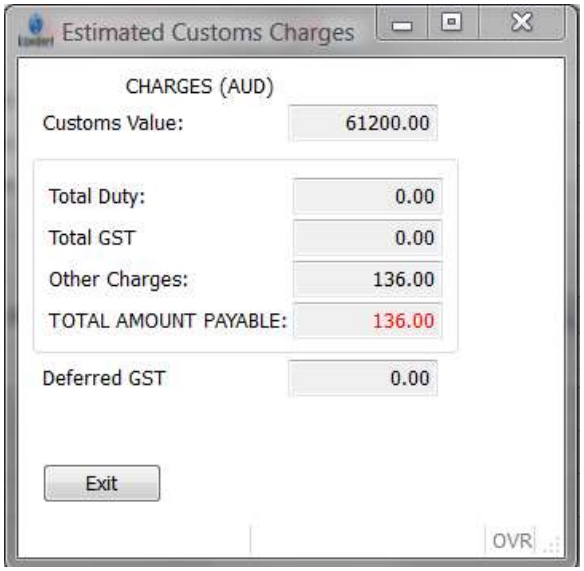
Please note: The Payment Authority Amount is calculated off the total amount payable for the entry, it will not take into account previous payments/refunds for entry amendments.
Under the current Customs guidelines, Expedient cannot fully identify if GST will be payable or deferred. (Expedient performs the best based on the defer GST flag in the Customer Masterfile), so this could result in a differing amount being calculated.

Expedient does not calculate Wine Tax, Luxury Car Tax, Dumping Duty or Countervailing Duty so these could result in a differing amount being calculated and paid.
If the module is turned ON but no restriction is entered against a user then they will have unrestricted payment amounts (assuming they are a broker OR been granted payment privileges if IMD PAY option is turned ON)



Charges

This button displays the **Estimated** Customs Charges on your Customs Entry.



POSSIBLE ENTRY STATUSES

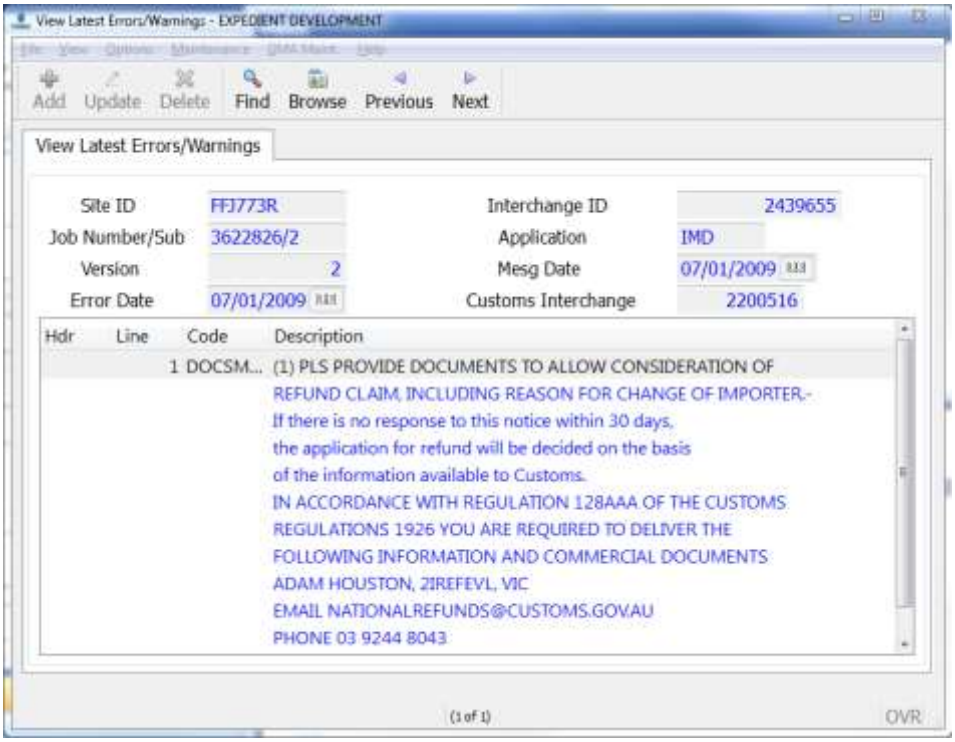
Status	Description
Not Submitted	The Entry has been created, but not lodged with Customs
Being Submitted	Message has been sent to Customs but not yet acknowledged
In Progress	Message has been acknowledged by Customs, and they are currently processing the Entry
Successful	Successfully submitted to Customs
FAILED	This means that Customs have sent back the Entry as Failed. To fix this entry you need to firstly view the Errors and fix accordingly. IF you are unsure of what the Errors means, please read the FAQ page in this document
Successful with Warnings	Successfully submitted to Customs with Warnings that may or may not require attention. This is viewable on the View Errors Option
Successful but Modified	This means the Entry has been modified after a successful status from customs. You will need to resubmit this entry to get a Successful message

DOCS REQUIRED

The Docs Required button,

will appear on the screen when Customs advise us they require further documentation.

Click on the button to view Customs message, e.g.



PRE-LODGE ENTRY

The option to submit pre-lodgements is available from the Communications menu in the Nature101/20 screen. This option validates the data and sends the pre-lodgement to Customs and shows 'PRELODGE' in the Entry No field.

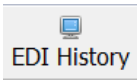
The option is available when the entry status is either 'Not Submitted' or 'Failed'.

When successfully pre-lodged the entry must be submitted to update the Entry No field from 'PRELODGE' to the true entry number. The pre-lodgement version number will also be cleared when the Entry is submitted after pre-lodgement.

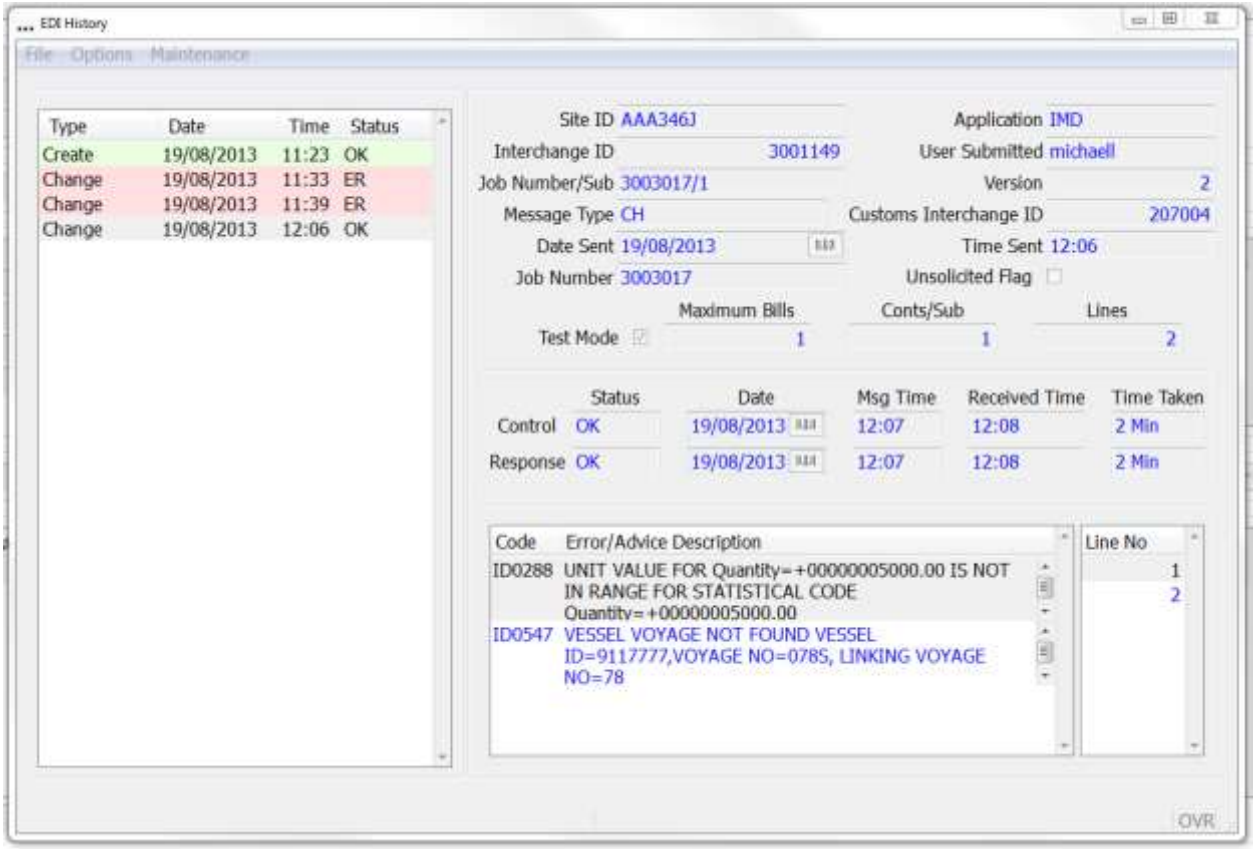
WITHDRAW ENTRY

If this entry is not to your satisfaction then it is possible withdraw the entry. After Customs confirm successful submission an email from Customs will be sent to the user who last successfully withdrew the Entry.

VIEW EDI HISTORY

This available from the toolbar button 

in the Nature 10/20 and Nature 30 screens. This is a history of the files submitted and received from Customs. This also allows you to view the Errors for all Submissions.



VIEW ERRORS

This is a list of any errors that have come back from Customs on the **latest Submission only**

RESET SUBMISSION STATUS

Within 30 minutes of lodging an Entry to Customs it is possible within Expedient to Reset the Status. This is only possible when the Status is “Being Submitted”.

DELIVERY ADDRESS DETAILS

This is the Delivery Address that is being reported to Customs. This is drawn from the delivery details tab from the Job Registration Screen. The AQIS classification for the delivery address postcode is displayed.

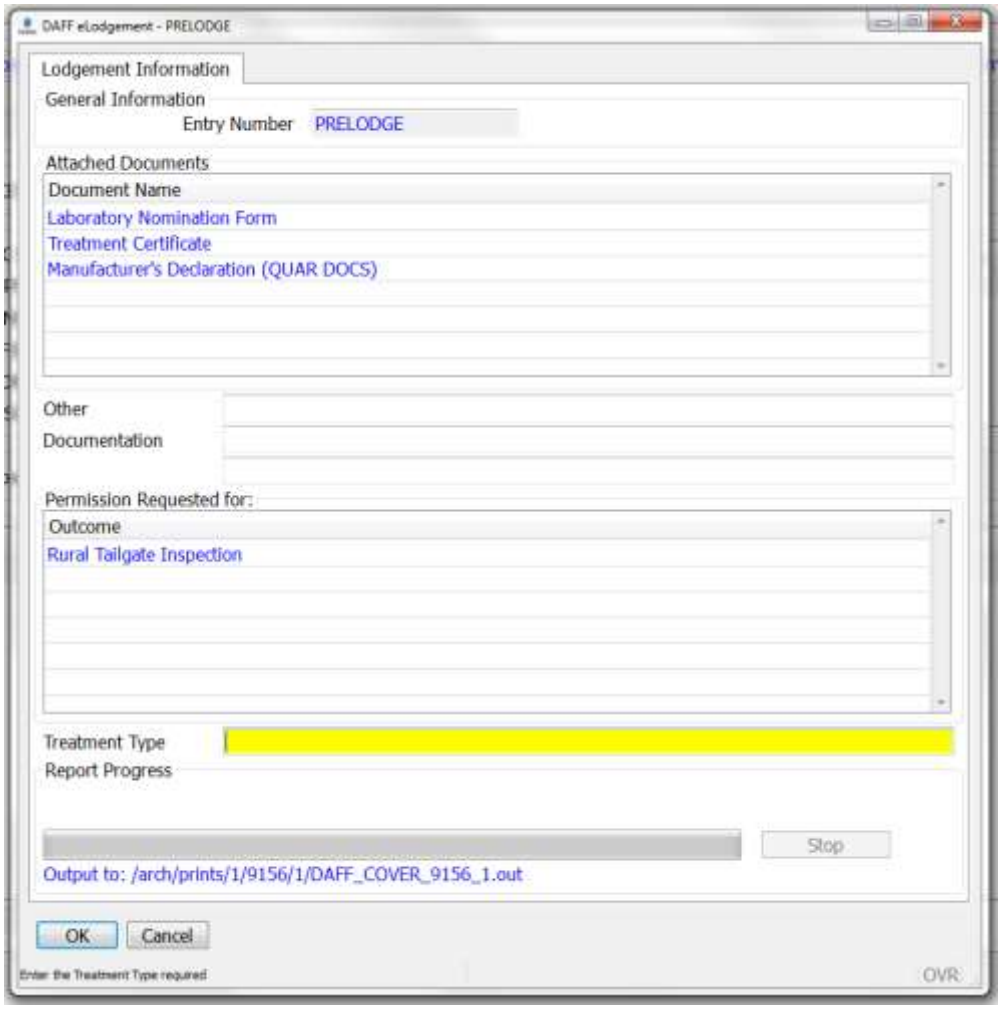
AQIS/AEP DETAILS

This screen allows you to perform the AQIS Entry Process which will send with the Customs Entry. The details held in this screen form the Header AQIS/AEP details.

DAFF ELODGEMENT

This screen allows you to generate a cover document to DAFF listing the documentation accompanying the DAFF submission and the outcomes expected from the submission.

Use the pull down menus in the Attached Documents and Outcomes tables to build a list of documents accompanying the email lodgement and the outcome expected from the submission.



In the Print Menu screen use the Attach button to list the accompanying documents and email direct to DAFF.

GAVIN MILLMAN & ASSOC. (AUST)
Testing
A.B.N. 20 079 873 626
Unit 256
53 McCormack STREET
12345678901234567890 VIC 3207
PH:(03) 9354 1112
FAX:(03) 9354 2223
www.gmaaust.com.au

From HELEN STAPELY
Date 14 October 2013

DAFF DOCUMENTATION LODGEMENT COVERSHEET

OUR REF:	MYOUTREF
ENTRY NUMBER:	AAACW7HEL
IMPORTER:	DEMONSTRATION COMPANY
ATTACHED DOCUMENTS:	Laboratory Nomination Form
	Treatment Certificate
	Manufacturer's Declaration (QUAR DOCS)
OUTCOME:	Rural Tailgate Inspection

ENTRY CODES
This allows you to enter the Additional Codes against the Header of the Customs Entry.

VIEW UPE DETAILS
If the UPEI (Unaccompanied Personal Effects Indicator) Code has been attached to the Header then this link will be enabled. You can add the UPE Details via the Entry Codes or directly in this UPE Details window.

VIEW CSA DETAILS
Cargo Status Advice Message – This displays the Message Details that have been sent from Customs.

VIEW DSA DETAILS
Declaration Status Advice - shows what the message progress is with Customs. This is turned off by Default.

EVENTS
This allows users to see the Events for the Job.

JOB NOTES
This allows users to View / Add Job Notes.

OTHER JOB DETAILS
This allows users to view further Job Details.

SEPARATE ENTRY
This allows you to separate an entry. This can be performed if you wish to submit multiple entries. For example, you may wish to lodge one Customs Entry per supplier if the shipment has multiple suppliers.

SHOW RETURN DETAILS
This displays a summary of the information returned from Customs.

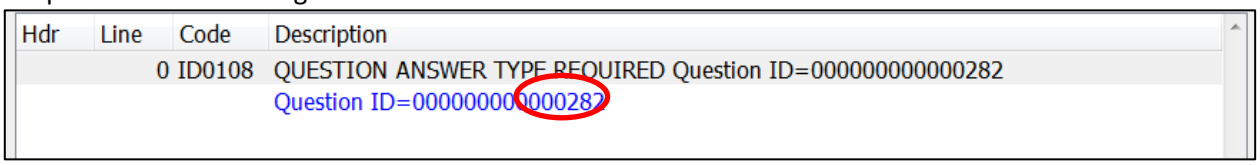
RESET CP QUESTIONS
This allows users to Reset the CP Answers to the Questions you have been asked. This can occur if you have made an error in answering one or more Questions and want to start again.

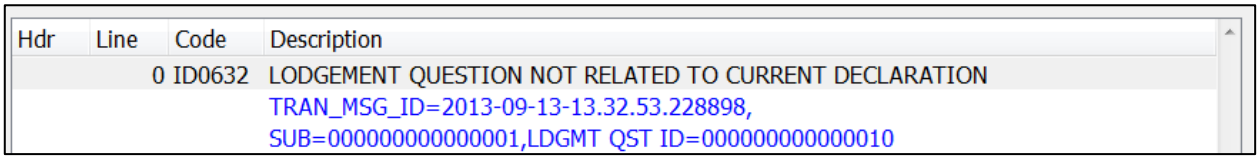
FIX LODGEMENT QUESTIONS
This option allows you to force the system to ask a particular question number for a particular entry.

If an entry fails, and the EDI History Description States either:

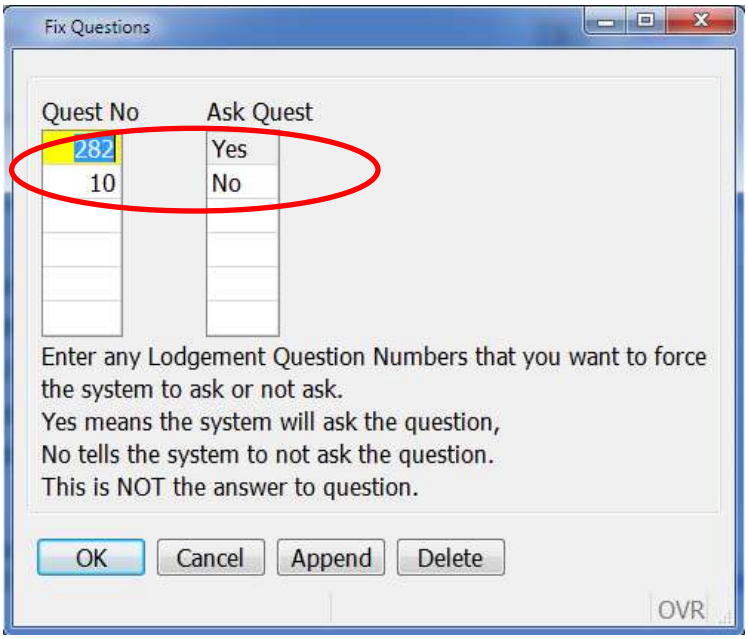
- Question Answer Type Required, Question ID 282.
- Lodgement Question Not Related to Current Declaration, QST ID = 10

Then perform the following:



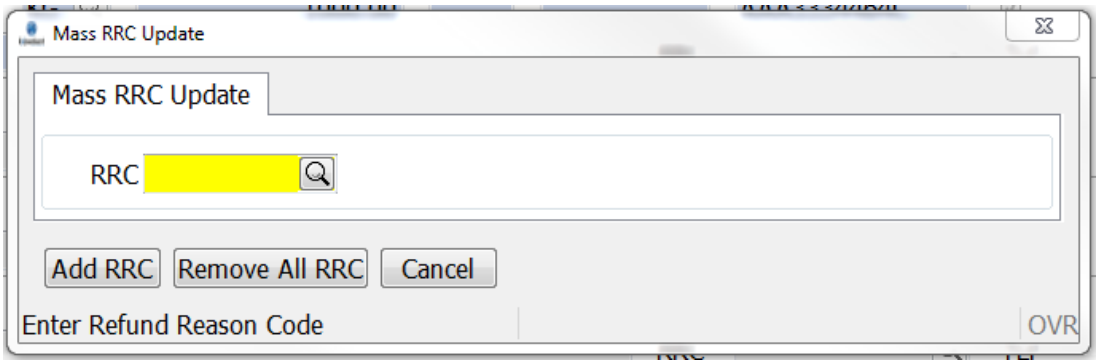


Enter the Question Number and Yes to Ask the Question, or No to Not ask the Question



MASS UPDATE RRC

This option allows the mass update, or mass removal, of the Refund Reason Code against Entry Lines



Enter the RRC code or use to search for the correct RRC code.

Select Add RRC to add the RRC code to all the Entry lines. This will also replace any RRC codes that already exist against any Entry Lines.

Use Remove All RRC to clear all Entry Lines of any RRC codes.

PRINT DECLARATION

This option allows users to print the Customs Entry.

If there are multiple Shippers Invoices on the same shipment, and the ABN/CCID is different for each Shipper against the Customs Entry, then it will print "MULTIPLE SUPPLIERS – REFER TO ENTRY LINES' in the Supplier field.
It will also list each individual Supplier on the Import Declaration.

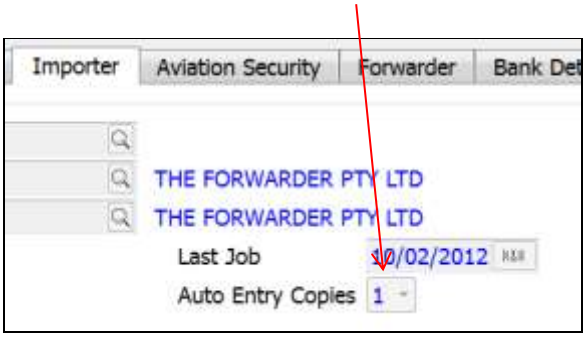
NOTE: As per current functionality, if there is only 1 Suppliers Invoice on the 1 shipment, then it will only print that Supplier Name.

AUTO PRINT DECLARATION

When the Customs Entry Number from Customs is received by Expedient, the system can automatically print the Entry to your local Branch Printer. This printer must be set up in the Branch Masterfile.

The number of Prints is defined by:

1. The Customer Masterfile / Importer Tab



2. If the above value is null in the Customer Masterfile then the Number of Prints will default to the System setting below:
    - ENT_NAT10AIR = 1
    - ENT_NAT10PST= 1
    - ENT_NAT10SEA= 1
      ENT_NAT20AIR= 1
    - ENT_NAT20PST= 1
    - ENT_NAT20SEA= 1

To change the above defaults, lodge a support Ticket and the Expedient Support Team will modify this for you.

AUTO EMAIL DECLARATION/EFT RECEIPT

When the Customs Entry Number from Customs is received by Expedient, the system can automatically email the Client.

The documents will be automatically forwarded to the client provided;

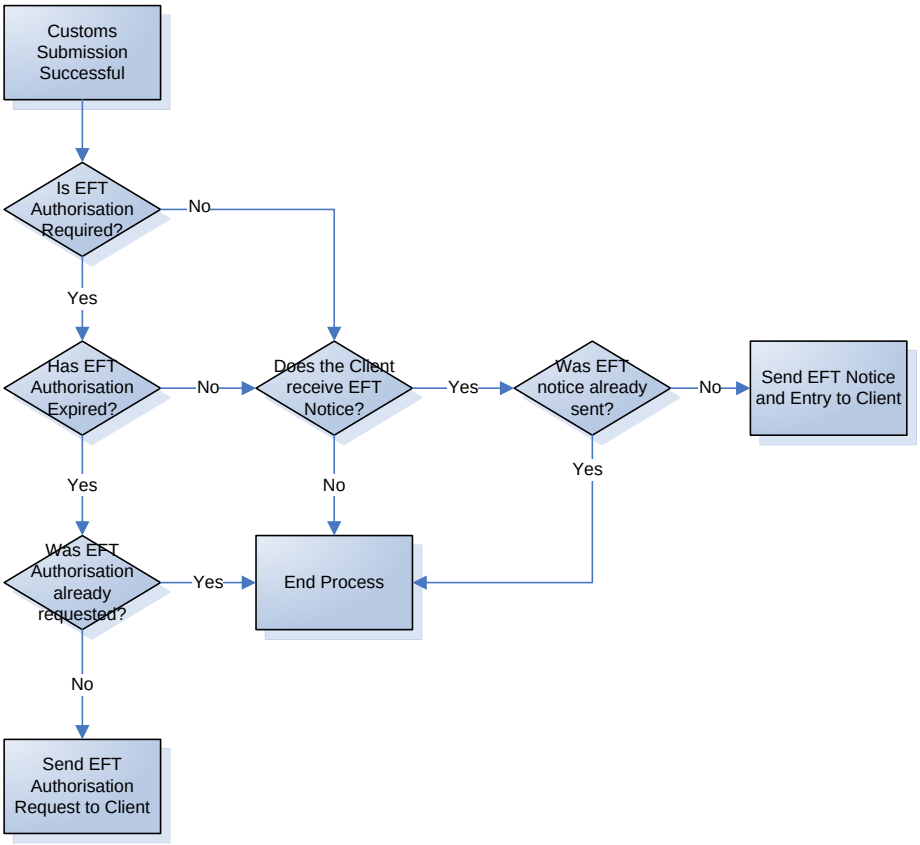
1. Your site has been set up by Expedient Software with the automatic email function and,
2. The document flags have been set for the client in the Customer Masterfile and,
3. There is at least one Personnel contact at the Client set to receive the appropriate Document Distribution Group.

Refer to the Administration User Manual for guidance on setting up the Importer Tab in the Customer Masterfile for the Client and the Personnel contacts to receive the emails.

AUTO EMAIL EFT AUTHORITY TO DIRECT DEBIT OR EFT NOTIFICATION OF DIRECT DEBIT

Expedient can be set to automatically email a Notification of Direct Debit or an Authorisation to Direct Debit on receipt of successful submission status to Customs.

The Customer Masterfile for the Client determines which of the documents is sent and Expedient uses the below workflow to send each document



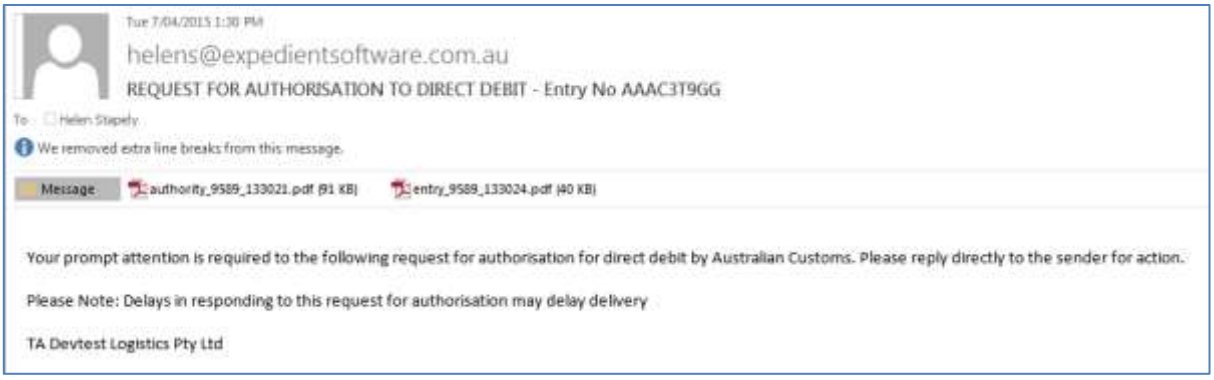
Automatic Email - EFT Authority to Direct Debit

Where

- The Entry was successfully submitted and,
- The EFT Authority to Direct Debit is ticked and,
- The EFT Authority Expiry Date has passed and,
- There are active Personnel for the Client that receive the Customs Accounts Payable Document Distribution Group and,
- The Authority to Direct Debit has not already been sent for the entry and sub number

The following will happen

- An Email will be sent to the Personnel at the Client who receive the Customs Accounts Payable Document Distribution Group. The email will include the Authority to Direct Debit and Entry as attachments. The Email will appear to be sent from the Broker who submitted the Entry
- An XEFA event is created


helens@expedientsoftware.com.au
REQUEST FOR AUTHORISATION TO DIRECT DEBIT - Entry No AAAC3T9GG
We removed extra line breaks from this message.
Message
authority_9589_133021.pdf (91 KB)
entry_9589_133024.pdf (40 KB)
Your prompt attention is required to the following request for authorisation for direct debit by Australian Customs. Please reply directly to the sender for action.
Please Note: Delays in responding to this request for authorisation may delay delivery
TA Devtest Logistics Pty Ltd

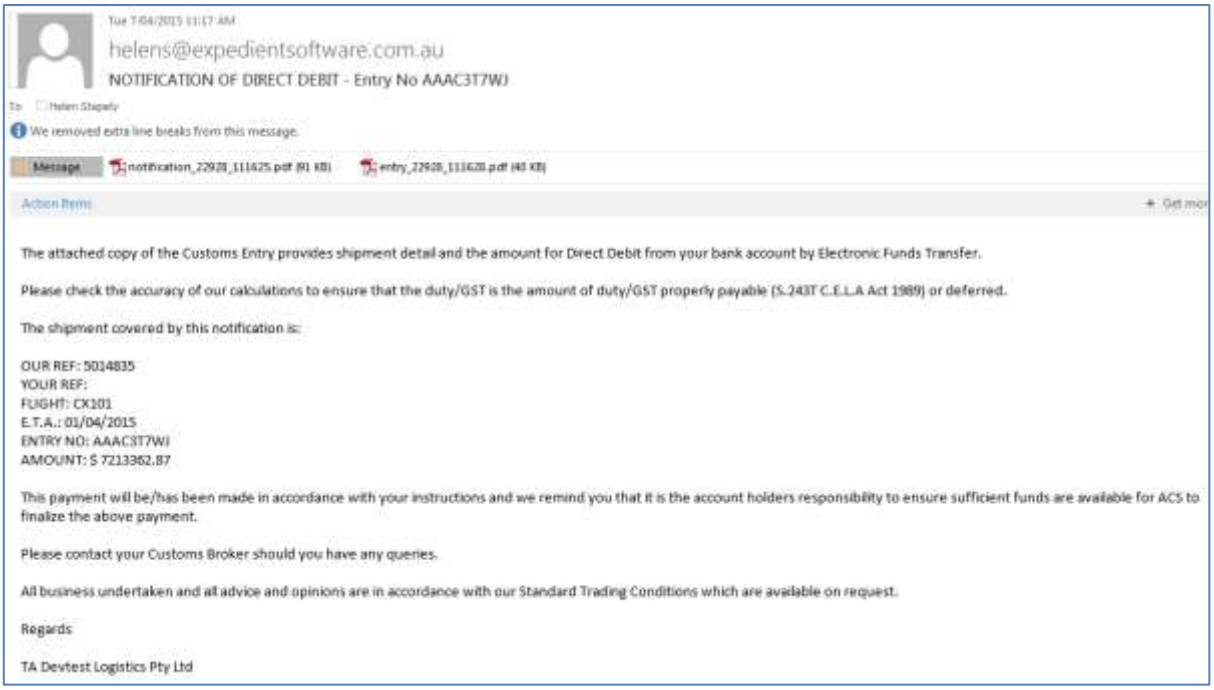
The text of the Request for Authorisation to Direct Debit email can be updated in Administration>Company Details Menu>Input Terms Printouts. The Terms Codes are AUTOREQEPR and AUTOREQEPS

Automatic Email - EFT Notification of Direct Debit
Where

- The Entry was successfully submitted and,
- The EFT Notification is ticked and,
- There are active Personnel for the Client that receive the Customs Accounts Payable Document Distribution Group and,
- The Notification of Direct Debit has not already been sent for the job and entry sub number

The following will happen

- An Email will be sent to the Personnel at the Client who receive the Customs Accounts Payable Document Distribution Group. The email will include the Notification to Direct Debit and Entry as attachments. The Email will appear to be sent from the Broker who submitted the Entry
- An XEFN event is created


helens@expedientsoftware.com.au
NOTIFICATION OF DIRECT DEBIT - Entry No AAAC3T7WJ
We removed extra line breaks from this message.
Message
Action Items
The attached copy of the Customs Entry provides shipment detail and the amount for Direct Debit from your bank account by Electronic Funds Transfer.
Please check the accuracy of our calculations to ensure that the duty/GST is the amount of duty/GST properly payable (S.243T C.E.L.A Act 1989) or deferred.
The shipment covered by this notification is:
OUR REF: 5014835
YOUR REF:
FLIGHT: CX101
E.T.A.: 01/04/2015
ENTRY NO: AAAC3T7WJ
AMOUNT: $ 7213362.87
This payment will be/has been made in accordance with your instructions and we remind you that it is the account holders responsibility to ensure sufficient funds are available for ACS to finalize the above payment.
Please contact your Customs Broker should you have any queries.
All business undertaken and all advice and opinions are in accordance with our Standard Trading Conditions which are available on request.
Regards
TA Devtest Logistics Pty Ltd

The text of the Notification of Direct Debit email can be updated in Administration>Company Details Menu>Input Terms Printouts. The Terms Codes are AUTONOTEPR and AUTONOTEPS.

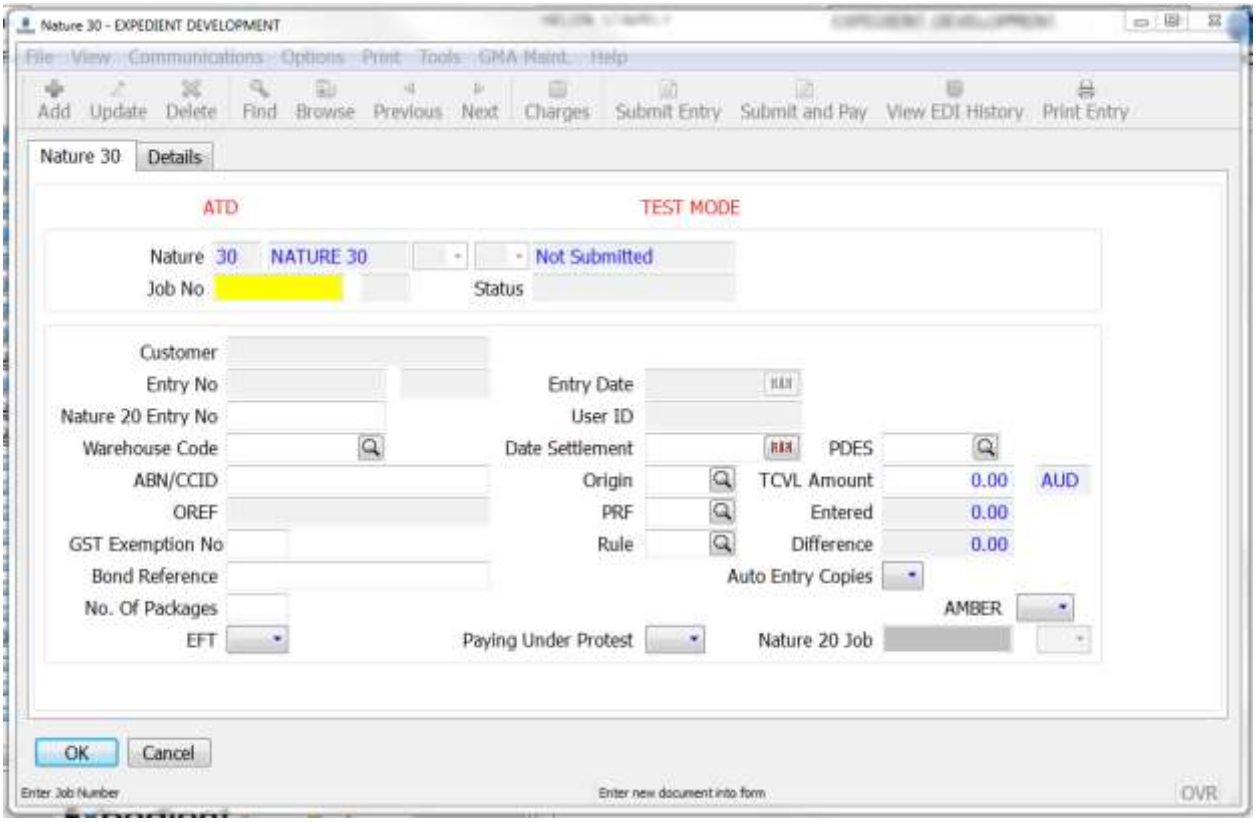
AUTOFORWARD DOCUMENTS
When the Customs Entry Number from Customs is received by Expedient, or when the EFT Receipt arrives, the system can automatically forward the document to an external system. Please refer to the Administration User Manual for further information.

Creating a Nature 30

Nature 30 submissions are made when duty is not paid immediately but paid when is released from a registered bond store. This is normally applicable for high duty items, e.g. cars and clothing.
To create a Nature 30 the following must happen

1. A Nature 20 exists against for a registered job in Expedient
2. A new Ex Bond job is created for the Nature 30

If your site has the Bond Warehouse Module the N30 can be automatically generated from the information stored for the Parts in the original N20.



Field Name	Description	Validation	Default
Nature	This indicates the type of Customs Entry. This line also indicates the status of the submission of the Entry	N/A	30
Job No	This is the Expedient job number the Nature 30 is against. Enter the Ex Bond job number you have created for the Nature 30.	Mandatory	Blank
Status	This indicates the status of the Customs Entry	N/A	Customs
Customer	This is the Customer Name. This is populated by the entry of the Ex Bond Job number	N/A	Client for the Ex Bond Job
Entry No	This is the Customs Entry number provided by Customs after submission. This is followed by the Submission number	N/A	Customs
Entry Date	This is the date of Entry Submission	N/A	System Generated

Field Name	Description	Validation	Default
Nature 20 Entry No	This is the Entry No of the original Nature 20. This is populated when the Ex Bond Job number is entered.	Optional	Entry No for the original Nature 20
User ID	This is the populated when the Entry is submitted	N/A	System Generated
Warehouse Code	This is the code for the registered bond warehouse. Use the to find the correct code	Mandatory	Blank
Date Settlement	This is the date the settlement is due	Optional	Today
PDES	This is the port of destination.	Optional	Defaulted from original job
ABN/CCID	This is the Customs Code for the client.	Optional	Defaulted from Customer Masterfile
Origin	This is the country of origin	Mandatory	Defaulted from Nature 20
TCVL Amount	This is the Total Customs Value followed by the default Nature 30 currency, AUD	Optional	Blank
OREF	This the original reference from the Nature 20 job. This is either the Customer Reference, or where this is not provide, the Expedient Job Number for the original Nature 20 job	N/A	Customer Reference or Job Number in the Nature 20 job.
PRF	This is the preference for the original Entry	Optional	Preference from the Nature 20 Entry. Default GEN
Entered	This is the Total Value from the Entry lines in the Details tab	N/A	System Generated
GST Exemption No	This is the GST Exemption Number	Optional	Blank
Rule	This is the Preference Rule	Optional	Rule from Nature 20 Entry
Difference	This is the difference between the TCVL Amount and the Total Amount entered in the Entry lines in the Details tab	N/A	System Generated
Bond Reference	This is a reference for the bond	Optional	Blank
Auto Entry Copies	This is the number of copies of the entry automatically printed.	Optional	Customer Masterfile
No. of Packages	This is the total number of packages for this Nature 30	Optional	Blank
EFT	This indicates whether Customs Payment is by EFT	Optional	Customer Masterfile
Paying Under Protest	This indicates whether the Duty is Paid under protest	Optional	No
AMBER	This indicates if the Nature 30 is AMBER to Customs	Optional	No

Field Name	Description	Validation	Default
Nature 20 Job	This is the job number for the original Nature 20 submission	N/A	System Generated
Details Tab			
WRN	This is the original Entry Number.	Optional	Nature 20
WRL	This is the number of the Entry line	Optional	Nature 20
Tariff	This is the tariff for the Entry Line	Optional	Nature 20
Stat	This is the Stat for the Entry Line	Optional	Nature 20
Trt	This is the treatment for the Entry Line	Optional	Nature 20
Qty	This is the Qty for the Entry Line	Optional	Nature 20
UQ	This is the unit quantity for the Entry Line	Optional	Nature 20
CVAL	This is the Customs Value for the Entry Line	Optional	Nature 20
Instrument	This is the instrument code for the Entry Line	Optional	Nature 20
T&I	This is the Transport and Insurance value for the Entry Line in AUD	Optional	Nature 20
TLF	This is the TLF used in the Entry Line	N/A	Nature 20
Codes	This indicates if the Entry Line has Customs Codes. When the field indicates 'Has Codes' use the Line Codes button at the bottom of the screen to pop up the codes associated with the Entry Line	Optional	Nature 20

CUSTOMS ENTRY SUBMISSION PROCESS

SUBMIT ENTRY

This option lodges the Entry with Customs, without authorising Customs to Debit any money. Only a Customs broker with an ICS Broker Number in the Users Masterfile can submit a Customs Entry.

The ICS Client Notes will pop up before the submission process begins if the pop up configuration has been set in the Customer Masterfile

POSSIBLE ENTRY STATUSES

Status	Description
Not Submitted	The Entry has been created, but not lodged with Customs
Being Submitted	Message has been sent to Customs but not yet acknowledged
In Progress	Message has been acknowledged by Customs, and they are currently processing the Entry
Successful	Successfully submitted to Customs
FAILED	This means that Customs have sent back the Entry as Failed. To fix this entry you need to firstly view the Errors and fix accordingly. IF you are unsure of what the Errors means, please read the FAQ page in this document
Successful with Warnings	Successfully submitted to Customs with Warnings that may or may not require attention. This is viewable on the View Errors Option
Successful but Modified	This means the Entry has been modified after a successful status from customs. You will need to resubmit this entry to get a Successful message

BOND WAREHOUSE UPDATES

If your site uses the Bond Warehouse Module and the N30 has been generated from a Pick List, the Bond Warehouse will be updated to show the stock has been released when Customs return a successful entry status.

WITHDRAW ENTRY
If this entry is not to your satisfaction then it is possible withdraw the entry.

VIEW EDI HISTORY
This is a history of the files submitted and received from Customs. This also allows you to view the Errors for all Submissions

VIEW ERRORS
This is a list of any errors that have come back from Customs on the **latest Submission only**

ENTRY CODES
This allows you to enter the Additional Codes against the Header of the Customs Entry.

SHOW RETURN DETAILS
This displays a summary of the information returned from Customs.

RESET CP QUESTIONS
This allows users to Reset the CP Answers to the Questions you have been asked. This can occur if you have made an error in answering one or more Questions and want to start again.

FIX LODGEMENT QUESTIONS
This option allows you to force the system to ask a particular question number for a particular entry.

PRINT ENTRY
This option allows users to print the Customs Entry.

Customs Error Messages

Customs Australia have a series of Error Messages that are sent as a result of an incorrect Customs Entry sent by a Customs Broker. This document aims to highlight these errors and explain what causes the error, and where possible what to do to resolve the error.

Please note: Any changes made to the Nature 10/20 screen will not be automatically reflected in the Job Registration screen. Any changes done to the Nature 10/20 data that is formed from the Job Registration data must also be changed in the Job Registration.

ERROR - ID0187

ABN / CAC IS NOT CURRENT

Error Description

All parties must be registered in the ICS. When the party is a Registered Australian Business the ICS uses the ABN (Australian Business Number). However sometimes companies change their ABN or an ABN may expire. In this case you will see this error.

Resolution

In most cases the issue here is the ABN has changed or is incorrectly been entered. Use the ICS to query the ABN via the Client – Search facility. Once found then enter the correct ABN / CAC in the Customs entry screen.

To update your customer's ABN in Expedient:

Main Menu - Administration - Customer Master File. Update the ABN Field once you have found the client.

ERROR - ID0188

CAC REQUIRED

Error Description

All parties must be registered in the ICS. When the party is a Registered Australian Business the ICS uses the ABN (Australian Business Number). However sometimes companies have more complex ABN configuration where there is a requirement to utilise the CAC (Client Activity Centre) component to the ABN to correctly identify the party.

Resolution

Use the ICS to query the ABN via the Client – Search facility. Once found then enter the correct ABN / CAC in the Customs entry screen. To update your customer's CAC in Expedient, from the Main Menu, select **Main Menu - Administration - Customer Master File.** Update the ABN Field once you have found the client.

This has enough characters to enter the ABN and CAC numbers.

ERROR - ID0172

SUPPLIER IDENTIFIER=XXXX IS NOT CURRENT OR DOES NOT EXIST

Error Description

All suppliers must be registered in the ICS. Suppliers in the ICS are identified by a CCID (Customs Client ID) unless the supplier is located in Australia then the ICS uses the ABN. In this case the issue here that the Suppliers CCID entered in the system does not match a registered CCID in the ICS

Resolution

Use the ICS to query the ABN via the Client – Search facility. Once found then enter the correct ABN / CAC or CCID in the Customs entry screen.

To update your customer's supplier's ABN in Expedient:

Main Menu - Administration - Supplier's Master File. Update the ICS CCID field once you have found the client and supplier.

ERROR - ID0060

INVOICE TOTAL AMOUNT IS LESS THAN FREE ON BOARD AMOUNT

Error Description

The message here indicates that the total value of the tariff lines on the entry adds up to be less than the amount entered as the Free On Board amount.

Resolution

In Expedient, either add the missing tariff lines or amend the FOB value to the correct amount.

ERROR - ID0552

CONTAINER NOT REPORTED FOR THIS BILL OF LADING

Error Description

All containers imported into Australia must be listed individually by the shipping line.

Resolution

Correct the container number in the Expedient or have the shipping line correct their report to customs. In Expedient to update the containers, you can update the Container in the Options/Containers Screen in the Nature 10/20 screen. If you do this then ensure the Job Registration data matches with the correct containers as per the Nature 10/20.

ERROR - ID0548

OBOL=XXXX,HBOL=XXXXX,CARGO TYPE=FCL, CONTAINER REPORTED AS CARGO TYPE=FCL, NOT MATCHED CARGO REPORT

Error Description

All containers imported into Australia must be listed individually by the Shipping Line / Cargo Reporter. The Container Types reported in the Entry also needs to match the Container Type used in the Cargo Report.

Resolution

Correct the Container Type in the system or have the Cargo Reporter correct there report to customs. In Expedient to update the container type, you can update the Type in the Options/Containers Screen in the Nature 10/20 screen. If you do this then ensure the Job Registration data matches with the correct container types as per the Nature 10/20.

ERROR - ID0272

DUMPING SPECIFICATION NUMBER OR DUMPING EXEMPTION TYPE REQUIRED

Error Description

2517049

Resolution

Add DSN DET

ERROR - ID0092
AQIS CONCERN TYPE REQUIRED
Error Description
During the process of generating a Customs Declaration there may be a requirement to provide AQIS (Australian Quarantine and Inspection Service) additional information. This information is used to determine the Quarantine risks along with monitoring of shipment of interests to AQIS.
One of the items to be provided when Declaring AQIS items is the Concern Type. This is a unique code to identity the AQIS concern.
Resolution
Find the appropriate Concern Type code either via the "Zoom" Lookup facility or via the Customs Interactive web site.
In Expedient, the AQIS Concern Type is found in Options/AQIS AEP Details screen within the Nature 10/20 screen

ERROR - ID0244
PREFERENCE SCHEME DOES NOT EXIST FOR TARIFF
Error Description
Not all Preference schemes are valid for every entry. More commonly the Preference is limited to the Country of Origin however there are also some Tariff's that are still not valid.
Resolution
Either correct the Tariff or change the Preference to the correct Preference scheme or change it to "GEN". GEN indicates to the system to utilise the General Preference scheme.

ERROR - ID0152
LOADING PORT CODE=JPNGY DOES NOT EXIST LOADING PORT
Error Description
Port used in the ICS are ISO un/locode types.
Resolution
Correct the Port to a valid ISO Un/locode port code.

ERROR - ID0545
AIR WAYBILL HAS NOT BEEN REPORTED
Error Description
All Air Waybills need to be reported by the Airline / Cargo Reporter.
Resolution
Either Correct the Waybill on the Entry or if it is correct have the Cargo Reporter to correct it on their report.

ERROR - ID0013
OVERSEAS PORT MUST NOT START WITH AU
Error Description
The port listed on the entry for one of the Origin Ports is incorrect. ISO UN/Locode Ports listed outside Australia do not start with AU.
Resolution
Change the Origin port to the correct overseas ports.

ERROR - ID0550

NUMBER OF PACKAGES DOES NOT MATCH THE NUMBER OF PACKAGES ON THE CARGO REPORT

Error Description

3905797

Resolution

One of the items, either Bill of Lading or Vessel / Voyage may be incorrect and should be amended to match those used by the Shipping line / Paper work.

ERROR - RF0318

SECURITY CODE REQUIRED

Error Description

3905797

Resolution

One of the items either Bill of Lading or Vessel / Voyage may be incorrect and should be amended to match those used by the Shipping line / Paper work.

ERROR - ID0632

LODGEMENT QUESTION NOT RELATED TO CURRENT DECLARATION SUB=000000000000005,LDGMT QST ID=000000000000009

Error Description

2818620

Each Customs Declaration made to Australian Customs requires a number of Lodgement Questions to be answered. The above message indicates that Question number 9 has not been answered. (This is a number that is defined by Australian Customs).

Resolution

The system should evaluate the data in the Customs Declaration and compare the data against the rules programmed into the system based on the Australian Customs specifications. However there is an override process that may be preventing the question being asked.

This is located in the Options – "Fix Lodgement Questions"

Remove the reference to this question or add the Question number in the screen with the Ash Question set to Yes. Re Lodge the Declaration and ensure the offending question is answered.

NOTE: Question 10 is an exception. The issue with the message above noting this question has not been entered, actually means that question 10 has not been answered with a positive answer.

ERROR - ID0295

PREFERENCE SCHEME IS NOT AVAILABLE FOR PREFERENCE COUNTRY

Error Description

Not all Preference schemes are applicable for every country. A number of the Preferences are assigned to specific countries to allow the system to know that the Tariff used qualifies for a specific trade agreement.

Resolution

Verify the country is correct. However if it is then change the Preference to a valid Preference scheme or "GEN" to apply the General duty rate.

ERROR - ID0127
DATE OF ARRIVAL MUST NOT OCCUR BEFORE FIRST ARRIVAL DATE
Error Description
Customs require various dates reported in the Declaration.
Resolution
The arrival dates are incorrect. Change the dates to ensure the First arrival date is earlier than the arrival date.

ERROR - ID0318
AUTHORITY TO AMEND IS REQUIRED
Error Description
Once a Customs Declaration has been made to customs there may be times where the clear entry requires an amendment. However Authority may be required to make any amendments to the declaration.
Resolution
Contact Customs and have them provide authority before attempting to amend the Declaration.

ERROR - ID5310
SUBJECT TO RED LINE PROCESSING. DOCUMENTS MUST BE SUBMITTED PURSUANT TO S71DA OF THE CUSTOMS ACT
Error Description
Not all Customs Declarations are automatically clear. Some Declarations will attract attention to Customs or randomly selected for further investigation.
Resolution
Contact Customs and provide the documentation as noted in the message.

ERROR - CG5211
LOCALITY INVALID FOR POST CODE
Error Description
One of the items reported to Customs on a Customs declaration is the Delivery Address. Customs require the Address information supplied to match real Australia post locations. I.e. Suburb and post code match.
Resolution
Change the Delivery address suburb and postcode to match those published by Australia Post. Note. Customs also have a search facility in the Customs Interactive web site.

ERROR - ID0285
GST EXEMPTION CODE NOT ALLOWED
Error Description
A few tariff items can be exempted of GST (Goods and Services Tax). The GSTE indicator is located in the Tariff Line codes. However if there are no GSTE codes assigned to the Tariff lines then the Default GSTE located on the Entry screen is defaulted.
Resolution
Remove the GSTE code from the Tariff line(s) or Entry screen. If the GSTE is stored in the Default location (entry screen) then you need to individually identify the GSTE code against those applicable Tariff lines.

ERROR - ID0851
WAREHOUSE ESTABLISHMENT IDENTIFIER IS MANDATORY
Error Description
In Nature 20 and Nature 30 Declarations you need to identify the Warehouse that the goods are entering or exiting. Each Warehouse is identified by unique code.
Resolution
Enter the Warehouse Establishment code in the WHSC field on the Entry screen.

ERROR - ID0301
AQIS PRODUCER CODE REQUIRED
Error Description
During the process of generating a Customs Declaration there may be a requirement to provide AQIS (Australian Quarantine and Inspection Service) additional information. This information is used to determine the Quarantine risks along with monitoring of shipment of interests to AQIS.
One of the items to be provided when Declaring AQIS items is the Producer Code. Each Producer is allocated a unique code in the AQIS systems.
Resolution
Find the appropriate Producer code either via the "Zoom" Lookup facility or via the Customs Interactive web site.

ERROR - ID0632
LODGEMENT QUESTION NOT RELATED TO CURRENT DECLARATION SUB=000000000000004,LDGMT QST ID=000000000000007
Error Description
3838867
Each Customs Declaration made to Australian Customs requires a number of Lodgement Questions to be answered. The above message indicates that Question number 7 has been provided when not required too. (This is a number that is defined by Australian Customs).
Resolution
The system should evaluate the data in the Customs Declaration and compare the data against the rules programmed into the system based on the Australian Customs specifications. However there is an override process that may be overriding these rules and asking the question in error.
This is located in the Options – "Fix Lodgement Questions"
Remove the reference to this question or add the Question number in the screen with the Ask Question set to No.
Re Lodge the Declaration and ensure the offending question is answered.

ERROR - ID028
unknown qtys for Stat code
Error Description
Attempting to claim a treatment/concession but the value is already at its lowest level.
Resolution
Amend the entry to go through successfully.

ERROR - ID0846
NAME IS INVALID
Error Description
Delivery address is incomplete.
Resolution
Update the Delivery Address Details through the Options menu in the Customs Entry screen.

ERROR – FN0058
NO ACTIVE AUTHORISATION IS FOUND
Error Description
The Bank Account has expired.
Resolution
Add an EFT Authorisation Expiry Date to the Customer Masterfile and run Autoreport 'OWNEREFT' regularly to prevent any accounts expiring before entry submission in future.

Syntax Errors

If you receive an error similar to this:
EDI Syntax - Seg [11] Err [18] Elm/Comp [3/] Err
This usually means there is a Control Character that Customs does not accept. Characters such as {, - \ etc…
Simply remove these characters and resend your entry.

EDI Syntax - Seg [24] Err [18] Elm/Comp [3/1] Err [13]
The entry is missing the ABN/CCID value.

You can also report this to GMA Support who can also assist you.

Customs FAQ's

Question	Resolution
"Packing unit count cannot be greater than number of packages"	Pieces cannot be lower than the units. Update the Bill/Container Screen and enter the correct number of Units and Pieces
Unable to Produce EFT Receipt	You cannot print an EFT Receipt when you haven't successfully paid the entry
I have updated my Entry in the ICS but it hasn't reflected in Expedient	As soon as you modify the job in ICS, then synchronisation between the two systems cease to exist.
Please advise how we add Dumping Exemption Code. Should read "GOODS". Have added to goods description and reposted on entry lines but still showing Failed.	Update the Supplier Invoice line adding the Code in the bottom of the screen when the Invoice Line is selected. Update the Customs Entry and 'Re-prepare'. The Dumping Exemption Code will be added to the appropriate Entry Line.
I am trying to re-lodge this job entering wet code against line 3,4 &5 and it comes back advising that WET indicator is set at N and I can't change it to Y these three lines are N10 and the others are N20 I'm not sure if this is why it's not accepting the code	Once you have lodged an entry you cannot then change the WET. This is customs rules. The only option you have is to withdraw the entry and lodge a new one.
I have lodged the Entry some time ago and the Status still reads "Being Submitted"	Ensure you are not in update mode. Refresh the screen, either exit the screen or hitting Next/Previous. If > 30 minutes then you can Resend the Entry

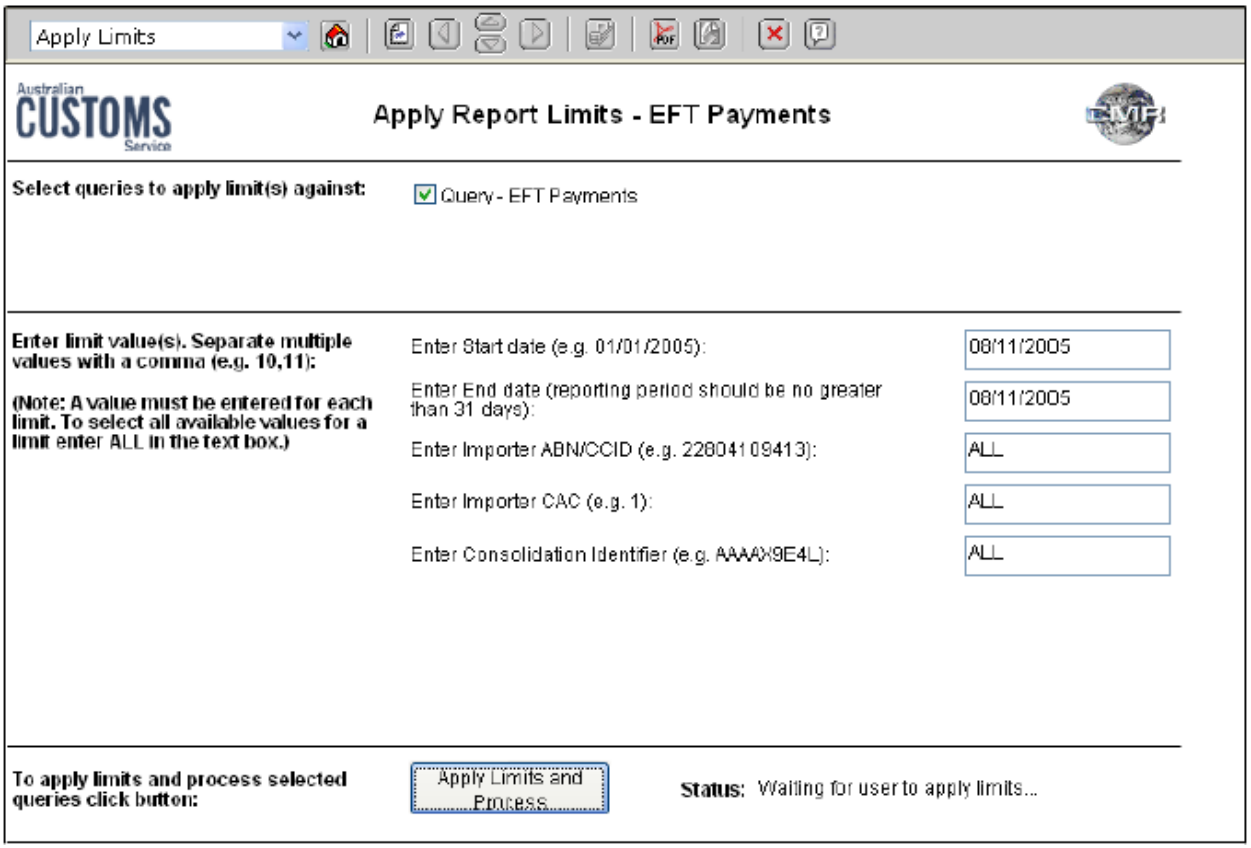
PRINT EFT RECEIPT
This option allows user to print the EFT Receipt. This prints to your Local Customs Branch Printer. The toolbar button in the Nature 10/20 screen produces the same print.

Loading Customs EFT File

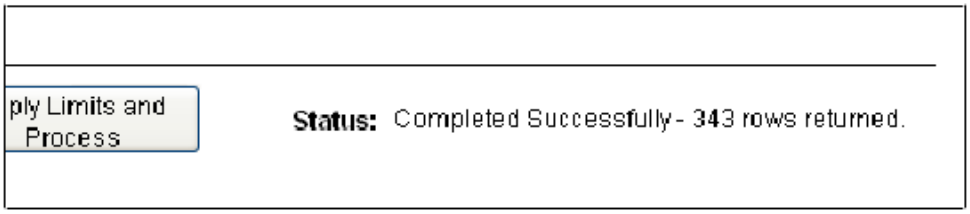
In order for Customs Brokers to report on EFT activity when completing Customs Entries, Expedient users need to routinely log on to the Customs Interactive Web Interface and download a file to Expedient for processing.

Login to Customs Interactive

- + Reports
- EFT Payment
- Enter in Start Date
- Enter in End Date
- Enter 'ALL' in remaining three fields
- Click Apply Limits and process


Apply Limits
Australian CUSTOMS Service
Apply Report Limits - EFT Payments
Select queries to apply limit(s) against:
Query - EFT Payments
Enter limit value(s). Separate multiple values with a comma (e.g. 10,11):
(Note: A value must be entered for each limit. To select all available values for a limit enter ALL in the text box.)
Enter Start date (e.g. 01/01/2005):
08/11/2005
Enter End date (reporting period should be no greater than 31 days):
08/11/2005
Enter Importer ABN/CCID (e.g. 22804109413):
ALL
Enter Importer CAC (e.g. 1):
ALL
Enter Consolidation Identifier (e.g. AAAAX9E4L):
ALL
To apply limits and process selected queries click button:
Apply Limits and Process
Status: Waiting for user to apply limits...

- Wait for the next screen to appear which may take some time
- Monitor the status bar in the lower right hand corner



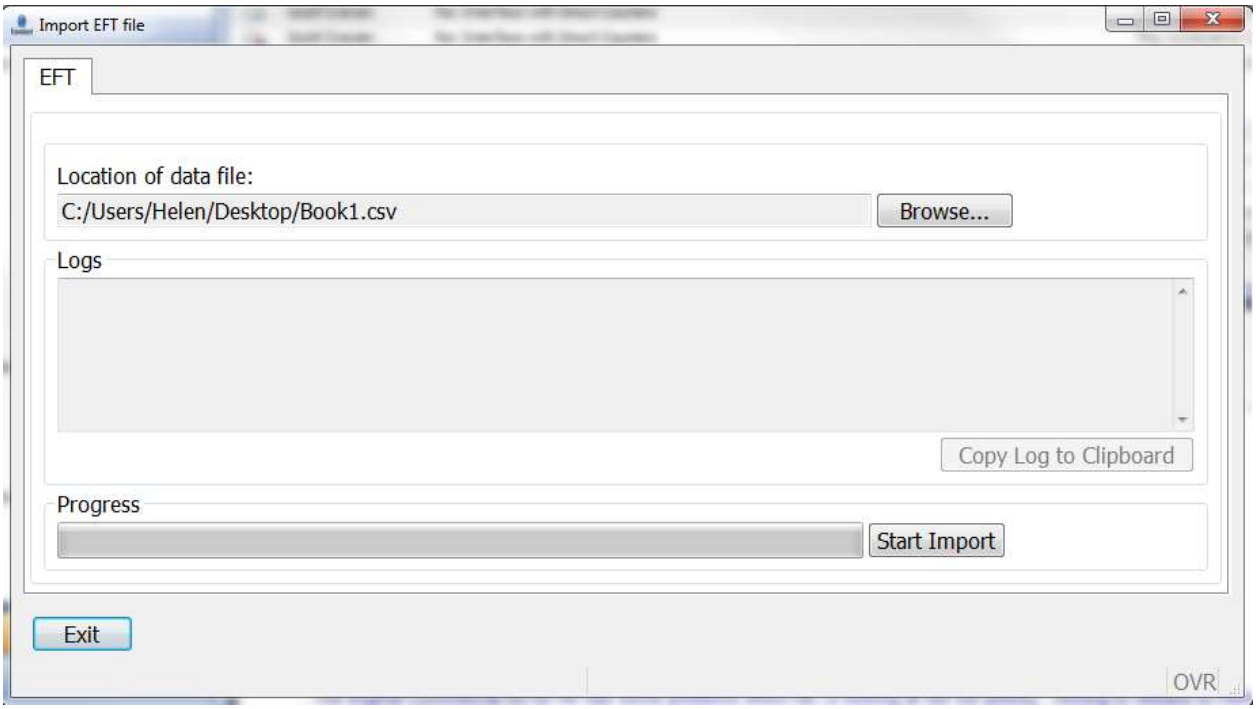
- Click in the drop down box and select Results – EFT Payments

Apply Limits
Apply Limits
Report - EFT Payments
Results - EFT Payments
Apply Report Limits - EFT Payments
Select queries to apply limit(s) against:
Query - EFT Payments

- This will bring up a spreadsheet.
- Click on File
- Click on Save As
- Click on the Save As drop down box and select CSV (Comma delimited) (*.csv)
- Save the CSV file onto your local drive (either your desktop or your company shared drive).

DO NOT ALTER THE FILE AS WE PROCESS THE FILE EXACTLY AS IT IS DOWNLOADED FROM CUSTOMS.

Then, from the Customs Clearance Menu, select Load EFT File. See below screen:



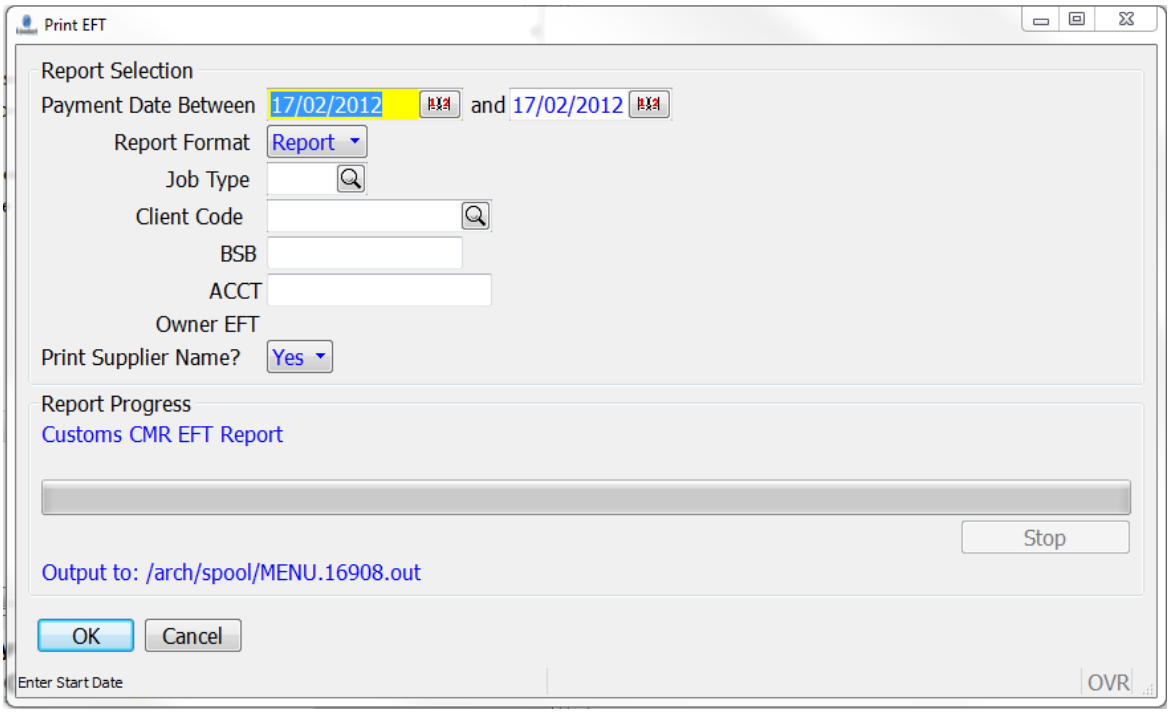
Click on Browse to load the windows Open File Location Window. Select the **CSV** file, and then click Start Import.

CUSTOMS EFT REPORT

Once the Customs EFT File has been loaded, then users will be able to run this report to see the breakdown of EFT Charges from Customs.

To run this report to see how much you have paid Customs on the Customers' behalf, in the below screen, enter "OUR" in the client code field and then click OK.

OR to see how much your customers have paid, enter the Customer Code and Tab through the Bank Details.

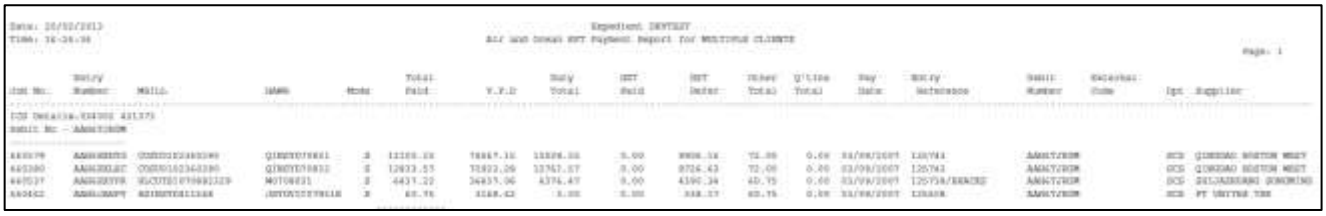


Please Note: As Customs don't give a full breakdown of the Customs Charges, Expedient attempts to break these down.

Inaccuracies can be found under the following scenarios:

- Users change the Container Type and additional / different charges are sent
- Users go into the ICS and modify the Entry outside Expedient

See below for EFT Report output:



AUTOMATICALLY RUN EFT REPORTS TO CLIENTS

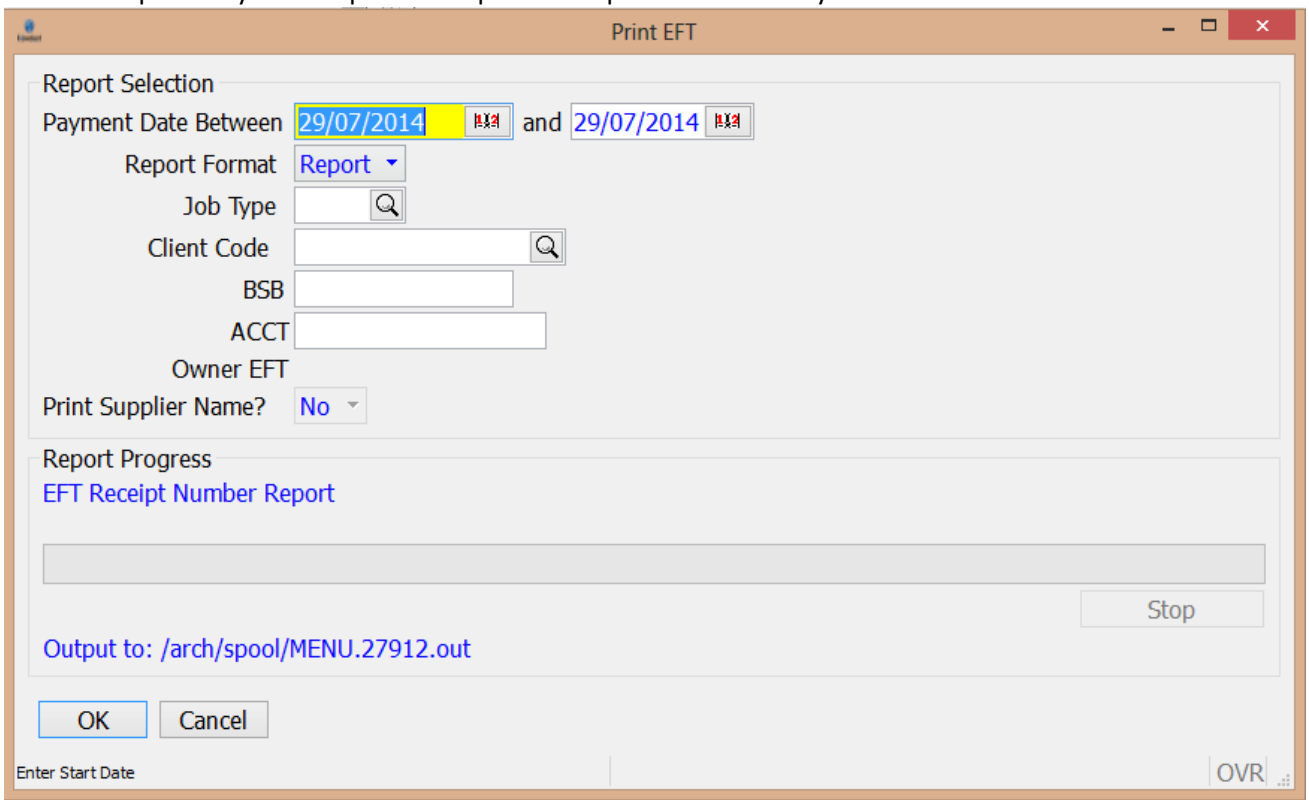
Expedient can automatically sent EFT Reports to clients after the Customs EFT File has been loaded. This functionality is linked to Automatic Report code 'EFTREP01'. If you have clients set to receive this report and the tickbox to send the report on loading the EFT file is ticked the report will be generated and emails immediately instead of as part of the Automatic Report overnight process.

EFT RECEIPT NUMBER REPORT

Once the Customs EFT File has been loaded, users will be able to run this report to see the payments that have been made for that day.

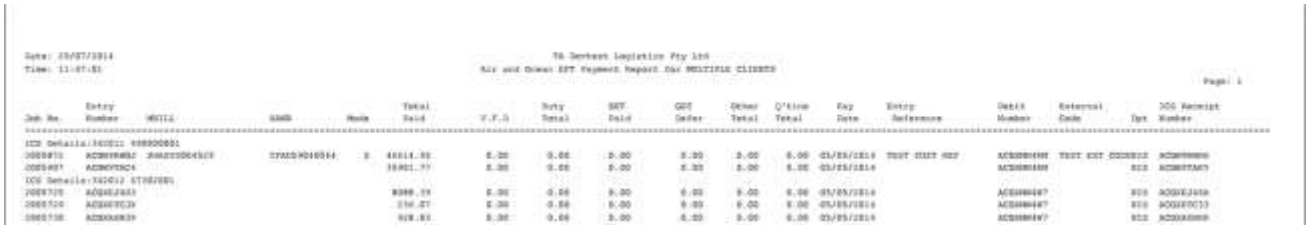
To run this report, specify a Payment Date Range, enter the Client Code and Tab through the Bank Details – click the OK Button.

It will then provide you the option to export the report or send it to your Email Address.



NOTE: The difference between this report and the Customs EFT Report, is that it includes the ICS Receipt Number and FMIS Receipt Number columns in the CSV.

Please see below for Report Output:

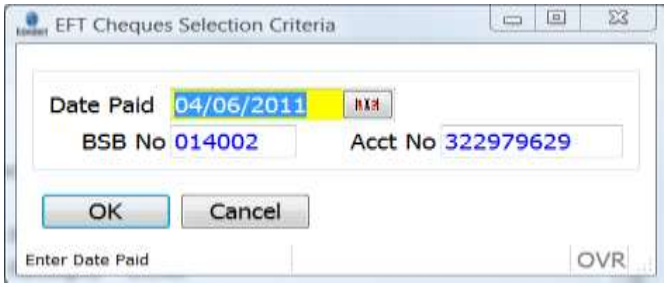


PREPARE CUSTOMS EFT PAYMENT (ACCOUNTING MODULE ONLY)

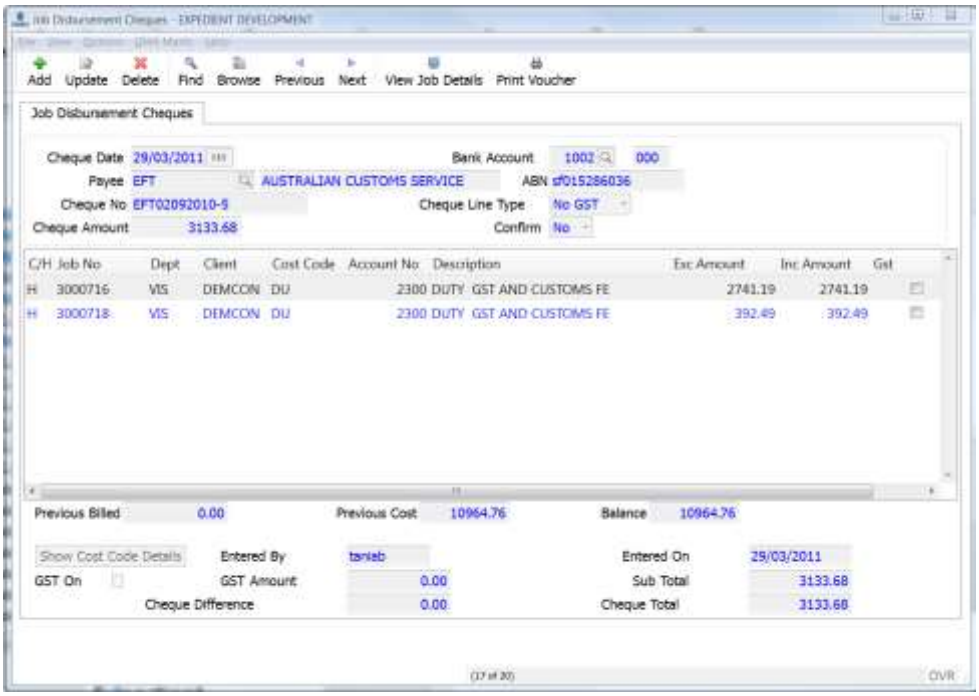
Once the Data is loaded from the Load EFT File Menu, it is possible to then automatically add this data into the Disbursement Cheques screen in the Banking Module.

To perform this, you need to ensure the following 2 items are in place:
Set up the relevant Duty and AQIS General Ledger Codes. In Main Menu General Ledger / Chart of Accounts, select the Duty and AQIS Codes and select the relevant Duty Type, see below:

Ensure the data is loaded as per the Download Instructions, then in the Banking Menu, Click on Prepare Customs EFT Payment menu.
Once this has been done, the below screen will appear. Ensure that the BSB and Account Number is yours and is correct:



Once this is loaded, then the data will appear in the below Job Disbursement Cheques:



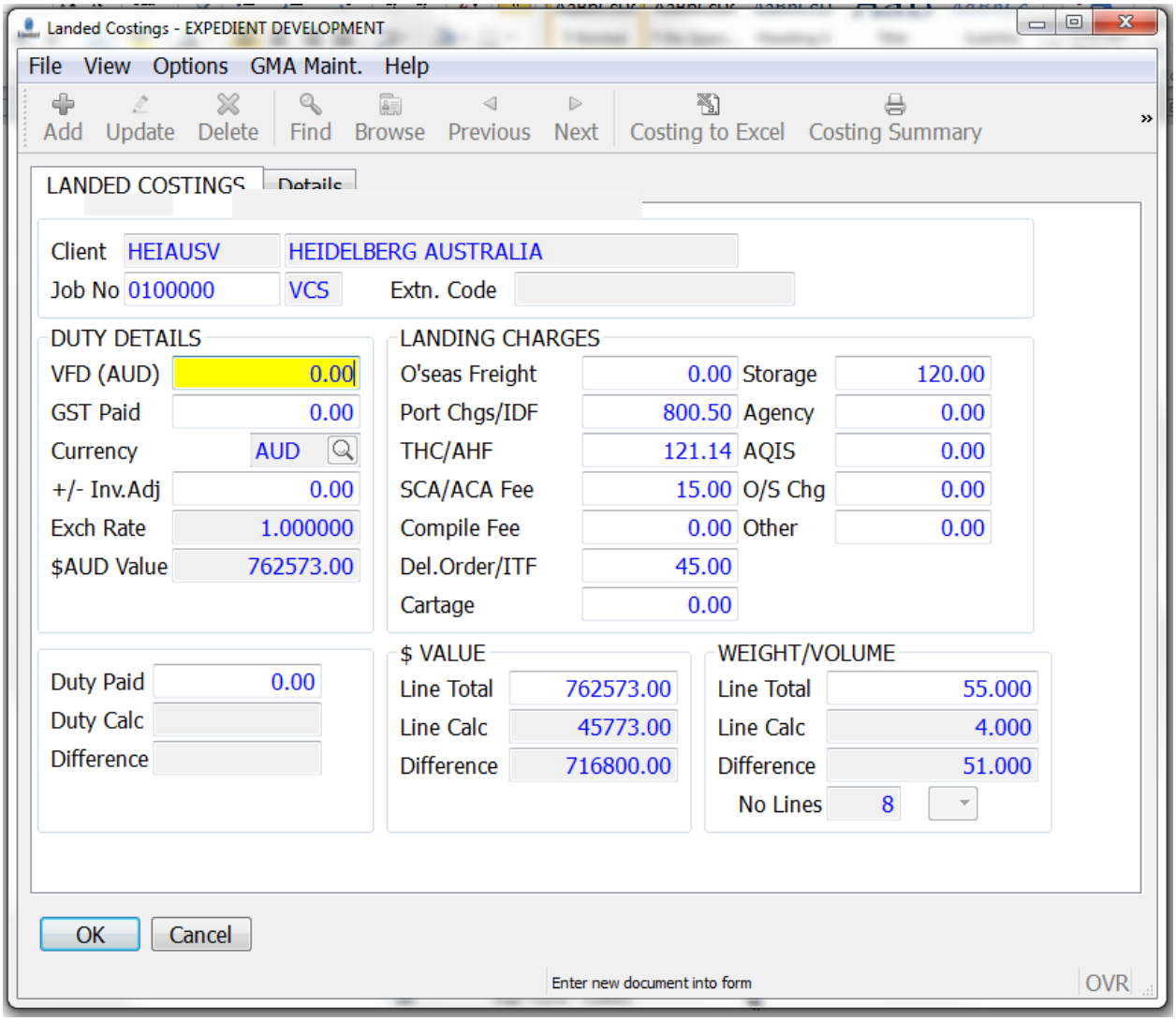
Creating a Landed Costing

After you have created a supplier's invoice and job (and preferably prepared charges) users can create and print a Landed Costing. Users have the option of creating a Multiple Currency/Supplier Landed Costing or a Single Supplier/Currency Landed Costing.

This can be performed in the Options – More Options – Landed Costing in the Job Registration Screen, or from the Customs Clearance Main Menu, Landed Costings folder, Landed Costing or Legacy Single Supplier Costing, Single Suppliers/Currencies

By clicking the

button or typing A will place the cursor in the input screen in Add Mode.



Field Name	Description	Validation	Default
Job No	This is the Job Number. This will automatically populate if you can entered this screen via the Job Registration	Mandatory	From Job Registration or Blank if from Menu
Client	This is the Client Code and Name. This is a no entry and is for display purposes only	Mandatory	From Job
Our Ref	This is our reference of the Landed Costing	Optional	Blank

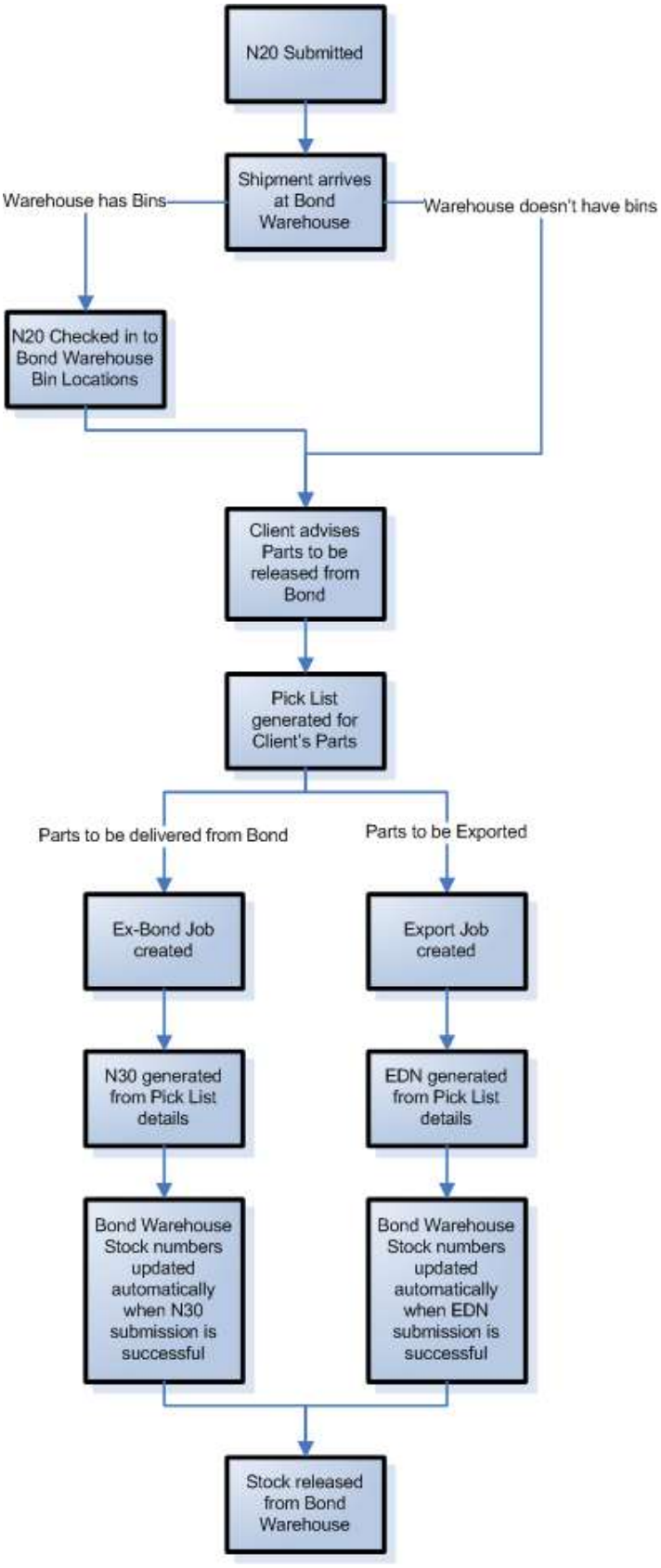
Field Name	Description	Validation	Default
VFD (AUD)	This is the Value for Duty	Optional	From the Customs Entry
GST Paid	This is the GST that has been paid on the Customs Entry	Optional	From the Customs Entry
Currency	This is the Currency on the Supplier's Invoice	Optional	From the Supplier's Invoice
+/- Inv. Adj	This is the percentage invoice adjustment	Optional	Blank
Exch Rate	This is the Exchange Rate at the time of the Supplier's Invoice	Optional	From the Supplier's Invoice
$AUD Value	This is the Australian Dollar Value	Optional	From the Supplier's Invoice
Duty Paid	This is the amount of Duty Paid on the Customs Entry	Optional	From the Custom's Entry
Duty Calc	This is the amount of Duty Calculated on the Customs Entry	Optional	From the Custom's Entry
Difference	Duty Calc minus Duty Paid	N/A	Calculation
Landing Charges	Enter the Landing Charges as you wish them to appear on the Landed Costing. Charges Include: O'seas Freight Port Chgs/IDF THC/AHF SCA/ACA Fee Compile Fee Del. Order/ITF Cartage Storage Agency AQIS O/S Chg Other	N/A	Calculation
Invoice Value Line Total	This is the total of all of the line items on the Supplier's Invoice, as entered by users	N/A	From Supplier's Invoice
Invoice Value Line Calc	This is the calculation of all of the line items on the Supplier's Invoice as calculated by the system.	N/A	From Supplier's Invoice
Invoice Value Difference	Line Total minus Line Calc	N/A	calculation
Weight/Volume Line Total	This is the total of all of the weight items on the Supplier's Invoice, as entered by users	N/A	From Supplier's Invoice

Field Name	Description	Validation	Default
Weight/Volume Line Calc	This is the total of all of the weight items on the Supplier's Invoice, as calculated by the system	N/A	From Supplier's Invoice
Weight Difference	Weight Line Total minus Weight Line Calc	N/A	calculation
No Lines	Number of Supplier's Invoice Lines	N/A	calculation

Bond Warehouse

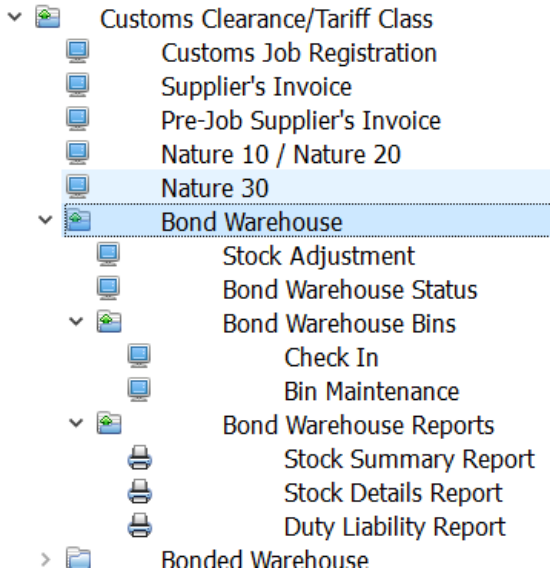
This module allows you to track Parts received into a Bond Warehouse on a Nature 20 Entry and released on either a Nature 30 Entry or an EDN Export Entry.

Bond Warehouse Workflow


N20 Submitted
Shipment arrives at Bond Warehouse
Warehouse has Bins
Warehouse doesn't have bins
N20 Checked in to Bond Warehouse Bin Locations
Client advises Parts to be released from Bond
Pick List generated for Client's Parts
Parts to be delivered from Bond
Parts to be Exported
Ex-Bond Job created
Export Job created
N30 generated from Pick List details
EDN generated from Pick List details
Bond Warehouse Stock numbers updated automatically when N30 submission is successful
Bond Warehouse Stock numbers updated automatically when EDN submission is successful
Stock released from Bond Warehouse

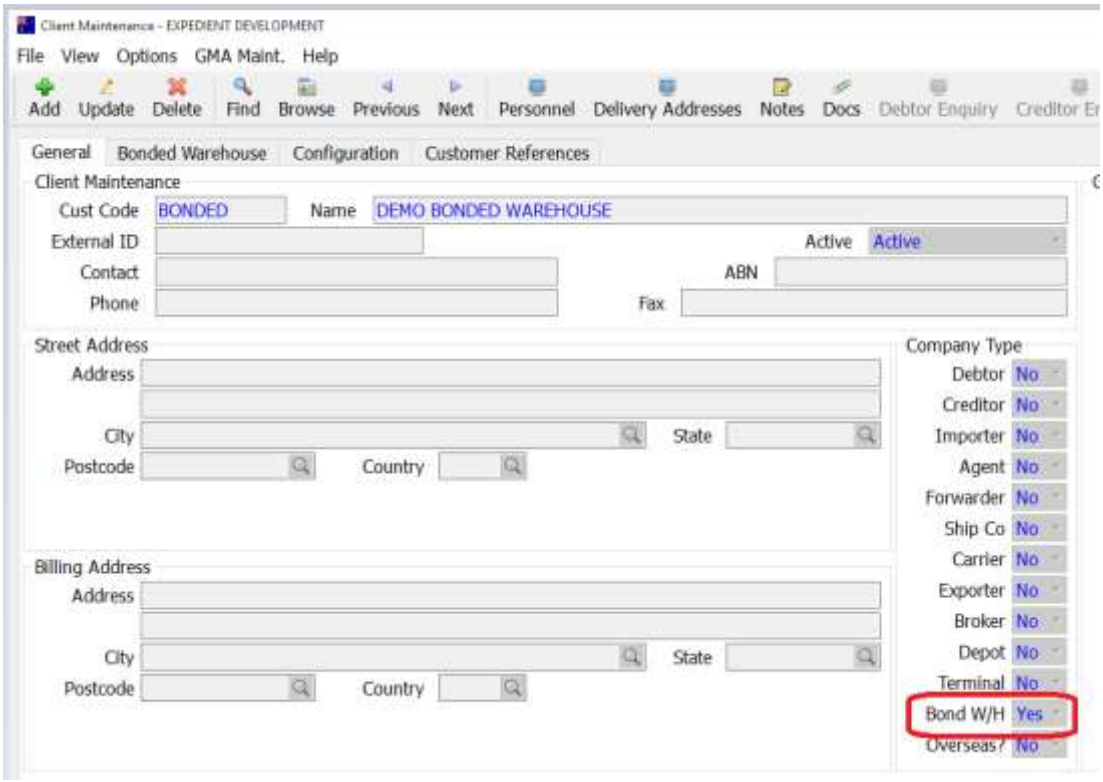
The Bond Warehouse module allows your site to

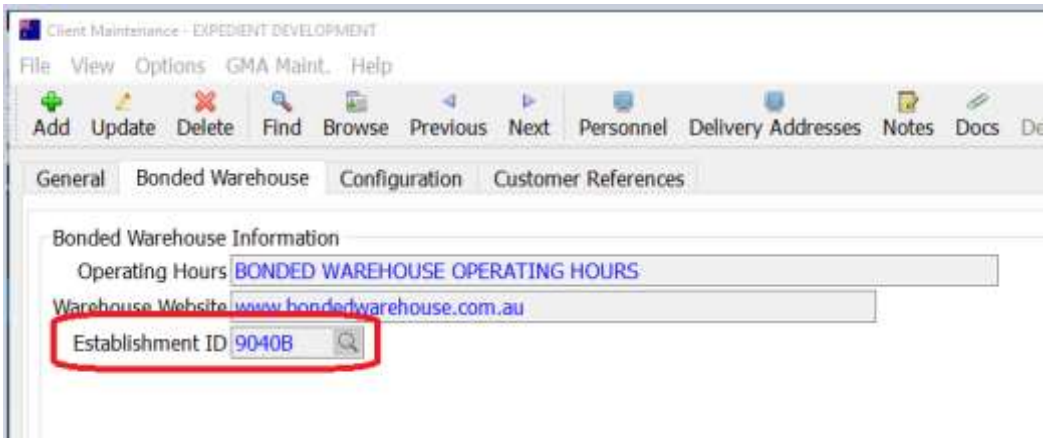
- Manage many Bond Warehouses.
- Add and Maintain Bin Locations at each Bond Warehouse (if your site requires Bin Locations for Bond Warehouses)
- Check Nature 20 Entries into the Bond Warehouse and into one or many Bin Locations where required
- Create a Pick List from stock in the Bond Warehouse automatically selecting parts with the earliest Date of Lodgement first
- Create a Nature 30 with prepopulated Entry Lines from the information on the Pick List
- Create an EDN Entry with prepopulated Entry Lines from the information on the Pick List
- Allow manual adjustment of stock quantities and locations in Bin Locations when Nature 20s are updated after successful Customs submission and after check in of the stock.
- Provide a Stock Summary Report for Clients of their goods in the Bond Warehouse
- Provide a Stock Details Report for Customs showing a detailed audit of movements in and out of the Bond Warehouse
- Provide a Duty Liability Report for Clients showing Customs Value for the stock in the Bond Warehouse



Expedient recognises Bond Warehouses that are

1. designated in the Customer Masterfile as Company Type 'Bond W/H' in the General Tab and,
2. there is an Establishment ID in the Bonded Warehouse Tab




Client Maintenance - EXPEDIENT DEVELOPMENT
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Personnel Delivery Addresses Notes Docs
General Bonded Warehouse Configuration Customer References
Bonded Warehouse Information
Operating Hours BONDED WAREHOUSE OPERATING HOURS
Warehouse Website www.bondedwarehouse.com.au
Establishment ID 9040B

Bond Warehouse with Bin Locations

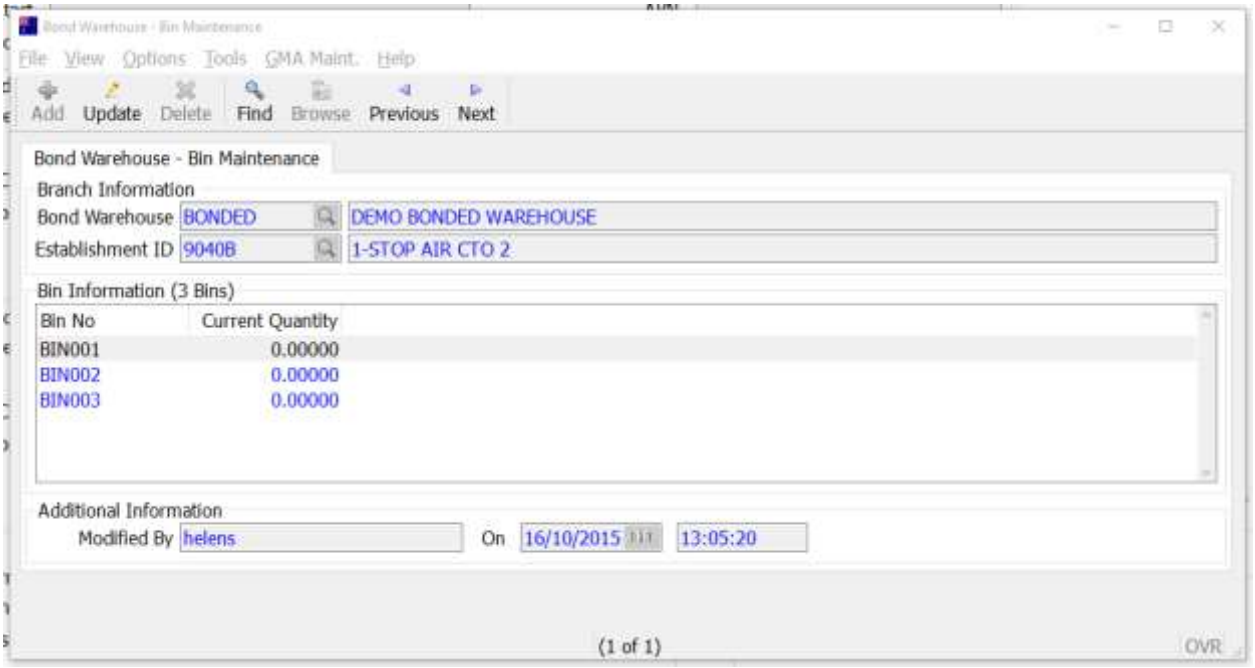
Your site can elect to use Bin Locations within Bond Warehouses.

If Bin Location are used you will be required to Check in Parts received at the Bond Warehouse into one or many Bin Locations.

Where Bin Locations are used information on the Bin Locations is available within Bond Warehouse screens and reports

BIN MAINTENANCE

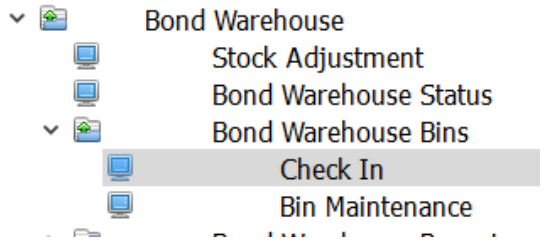
Bin Locations can be added and maintained at Bond Warehouses using the Bin Maintenance screen. Use FIND to view and update the Bins at a Bond Warehouse.

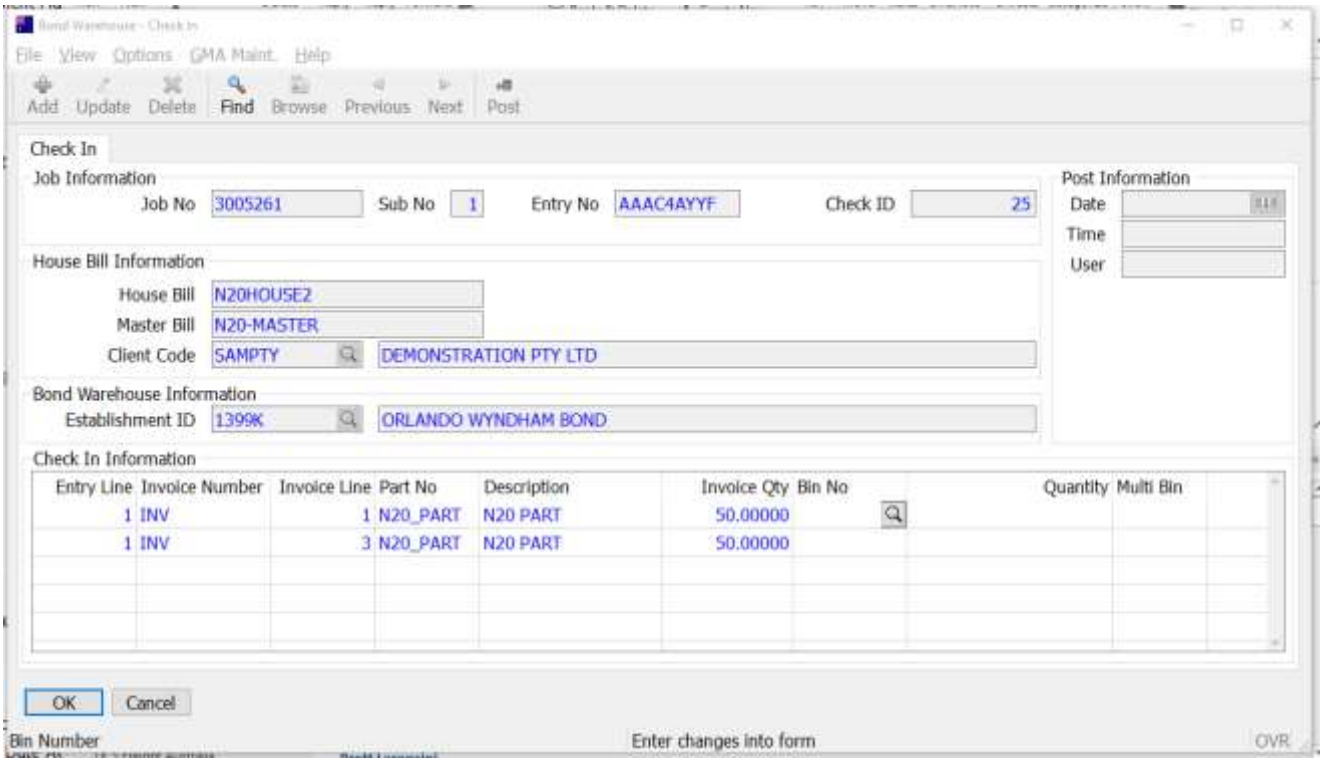

File View Options Tools GMA Maint. Help
Add Update Delete Find Browse Previous Next
Bond Warehouse - Bin Maintenance
Branch Information
Bond Warehouse BONDED DEMO BONDED WAREHOUSE
Establishment ID 9040B 1-STOP AIR CTO 2
Bin Information (3 Bins)
Bin No Current Quantity
BIN001 0.00000
BIN002 0.00000
BIN003 0.00000
Additional Information
Modified By helens On 16/10/2015 13:05:20
(1 of 1)
OVR

Field Name	Description	Validation	Default
Bond Warehouse	Enter the Bond Warehouse code you are maintaining. The Bond Warehouse must be identified as a Bond W/H in the Customer Masterfile	Bond W/H in Customer Masterfile	Customer Masterfile
Establishment ID	This is the Customs Establishment ID associated with the Bond Warehouse. This is found in the Customer Masterfile Bonded Warehouse tab	N/A	Customer Masterfile
Bin No	These are the Bins associated with the Bond Warehouse. Click UPDATE to add more bins or rename Bins. You will not be able to rename bins that have a Current Quantity more than zero. The Bin Locations are listed in alphabetical order.	N/A	Blank
Current Quantity	This is a sum of the stock currently stored in the Bin Location at the Bond Warehouse	N/A	System Generated
Modified By	This is the user who last modified Bins at the Bond Warehouse	N/A	System Generated
On	This is the date and time the Bins where last updated	N/A	System Generated

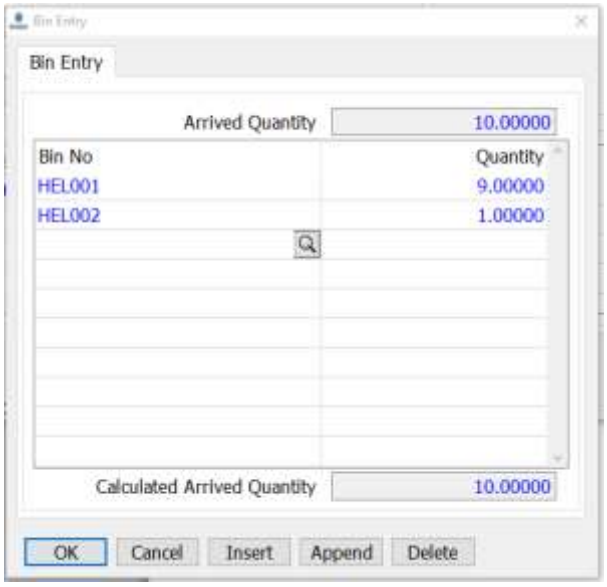
CHECK IN

Where your system has been set up with Bin Locations at Bond Warehouses you will be expected to Check In stock as it arrives at the Bond Warehouse and assign the stock to one or many Bins.





Field Name	Description	Validation	Default
Job Information	On ADD enter the Job No for the N20 to be checked in. This will default if the Entry No is entered instead	Number is a valid Job Number	Job Number associated with N20 Entry No
Sub No	This is the Submission Number for the last successful N20 for the Job Number.	N/A	N10/20 screen
Entry No	On ADD enter the Entry No of the N20 to be checked. This will default if the Job No is entered instead.	Successful N20 exists. N20 has not already been checked in	N20 Entry No associated with Job Number
Extn. Code	This is the visible where your site uses another reference for the Job usually from a Global system	N/A	N10/20 screen
Check ID	This is a reference for the Posted Check In	N/A	System Generated

Field Name	Description	Validation	Default
House Bill	This shows the House Bill number associated with the Job	N/A	N10/20 screen
Master Bill	This shows the Master Bill number associated with the Job	N/A	N10/20 screen
Establishment ID	This shows the Establishment ID selected for the N20	N/A	N10/20 screen
Entry Line	This is the Entry Line number from the N20	N/A	N10/20 screen
Invoice Number	This is the Invoice Number associated with the N20 Entry Line	N/A	Supplier Invoice screen
Invoice Line	This is the Invoice Line Number associated with the N20 Entry Line	N/A	Supplier Invoice screen
Part No	This is the Supplier Part No associated with the N20 Entry Line	N/A	Parts Masterfile
Description	This is the Part Description for the Supplier Part Number	N/A	Parts Masterfile
Invoice Qty	This is the quantity of the Part on the Invoice Line	N/A	Supplier Invoice screen
Bin No	This is the Bin Location the Part is checked into. Enter the Bin Location or click on to select from the list of Bins for the Bond Warehouse	Valid Bin Location	Blank
Quantity	This is the Quantity to be checked into the Bin Location. On tab from Bin No this will default to match the Invoice Qty. If this is not correct edit the quantity. If the Quantity entered is less than the Invoice Qty the Bin Entry screen will appear allowing the Quantity to be assigned to multiple Bin Locations. 	Same quantity as Invoice Line Quantity or less	Invoice Line Quantity

Field Name	Description	Validation	Default
Multi Bin	Where the N20 Invoice line has been assigned to multiple bins '*' will display	N/A	System Generated
Date	This is the date the Check In was posted	N/A	System Generated
Time	This is the time of the Check In	N/A	System Generated
User	This is the User who performed the Check In	N/A	System Generated

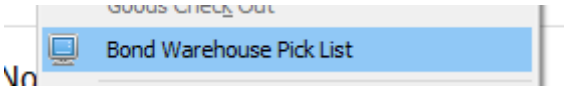
To save the Check In click the toolbar button Post. The Bond Warehouse will not show the checked in Parts until the Check In is Posted.

Pick List

When your Client advises they want stock released from the Bond Warehouse you can prepare a Pick List to match the Client's requirements.

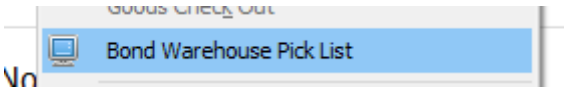
STOCK TO BE RELEASED AND DELIVERED

If the Stock is to be delivered an Ex-Bond job is created and the option Pick List is available from the Import Job Registration screen.

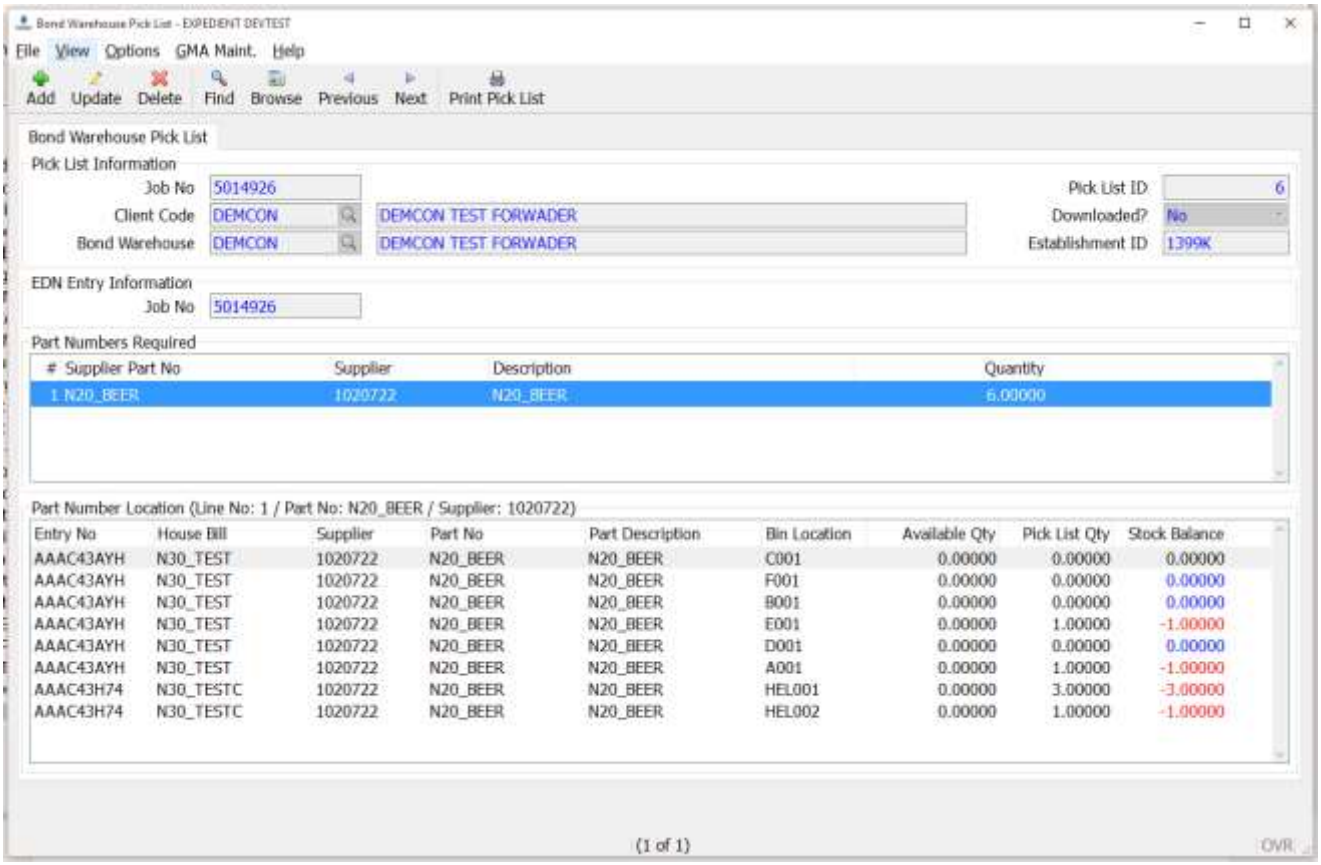


STOCK TO BE RELEASED AND EXPORTED

If the Stock is to be exported an Export Air or Sea Job is registered and the option Pick List is available from the Air Export and Sea Export Job Registration screens.



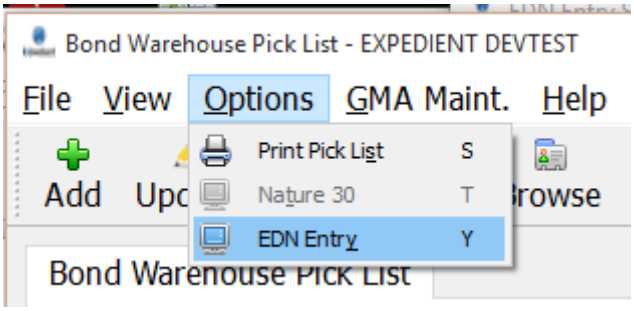
PICK LIST SCREEN


File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Print Pick List
Bond Warehouse Pick List
Pick List Information
Job No 5014926
Client Code DEMCON DEMCON TEST FORWADER
Bond Warehouse DEMCON DEMCON TEST FORWADER
Pick List ID 6
Downloaded? No
Establishment ID 1399K
EDN Entry Information
Job No 5014926
Part Numbers Required
Supplier Part No Supplier Description Quantity
1 N20_BEER 1020722 N20_BEER 6.00000
Part Number Location (Line No: 1 / Part No: N20_BEER / Supplier: 1020722)
Entry No House Bill Supplier Part No Part Description Bin Location Available Qty Pick List Qty Stock Balance
AAAC43AYH N30_TEST 1020722 N20_BEER N20_BEER C001 0.00000 0.00000 0.00000
AAAC43AYH N30_TEST 1020722 N20_BEER N20_BEER F001 0.00000 0.00000 0.00000
AAAC43AYH N30_TEST 1020722 N20_BEER N20_BEER B001 0.00000 0.00000 0.00000
AAAC43AYH N30_TEST 1020722 N20_BEER N20_BEER E001 0.00000 1.00000 -1.00000
AAAC43AYH N30_TEST 1020722 N20_BEER N20_BEER D001 0.00000 0.00000 0.00000
AAAC43AYH N30_TEST 1020722 N20_BEER N20_BEER A001 0.00000 1.00000 -1.00000
AAAC43H74 N30_TESTC 1020722 N20_BEER N20_BEER HEL001 0.00000 3.00000 -3.00000
AAAC43H74 N30_TESTC 1020722 N20_BEER N20_BEER HEL002 0.00000 1.00000 -1.00000
(1 of 1)
OVR

Field Name	Description	Validation	Default
Job Number	This is the Job number from the Job Registration screen	N/A	Job Registration screen
Client Code	This is the Client from the Job Registration screen	N/A	Job Registration screen
Bond Warehouse	Select the Bond Warehouse the stock is to be released from. The Bond Warehouse code must exists in the Customer Masterfile identified as a Bond W/H and have an Establishment ID	Exists in Customer Masterfile as Bond W/H	Blank
Establishment ID	This is the Establishment ID associated with the Bond Warehouse in the Customer Masterfile	N/A	Customer Masterfile
Job No	This will appear if an EDN has already been created for this Pick List, or if the Nature 30 has already been created for this Pick List. This is the Job Number associated with the Entry	N/A	Job Number on EDN/N30
Supplier Part No	Enter the Supplier Part No to be released from the Bond Warehouse or click to select from a list of Parts for the Client. If the Supplier Part No exists for multiple Suppliers for the Client you will be able to select the correct Supplier or select 'Any' Suppliers.	Part is valid for Client, Part is currently in stock in Bond Warehouse	Blank
Supplier	This is Supplier code for the selected Part Number. This will be blank if there are multiple Suppliers for the same Part Number	N/A	Parts Masterfile

Field Name	Description	Validation	Default
Description	This is the description for the Supplier Part Number	N/A	Parts Masterfile
Bin Location	This is visible where your site assigns stock to Bin Locations. This is the Bin Location the stock will be picked from. Expedient will pick stock from Bins with the oldest Lodgement Date. I.e. stock that has been in the Bond Warehouse longest will be picked first	N/A	System Generated
Available Quantity	If your site assigns stock to Bin Locations this will be the quantity of the part available in the Bin Location If your site does not use Bins this will be the available stock of the Part in the Bond Warehouse. Expedient will take into account Quantities assigned on other Pick Lists that do not yet have a successfully submitted EDN or N30.	N/A	System Generated
Pick List Qty	This is the quantity to be picked. If your site assigns stock to Bin Locations Expedient will pick stock from the Bins with the oldest Lodgement Date, i.e. stock that has been in the Bond Warehouse longest will be picked first. The quantity can be manually altered if you want to pick from specific bin locations	Must be same or less than Available Quantity and same or less than Required Quantity	System Generated
Stock Balance	This is the quantity left after the Pick List Qty is removed from the Available Quantity	N/A	System Generated
Pick List ID	This is the reference for this Pick List allocated on clicking OK	N/A	System Generated
Downloaded?	This flag indicates if the Pick List was created from a file received from the client	N/A	System Generated

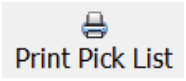
The EDN screen and the N30 screen can be opened from the Options menu in the Pick List Screen



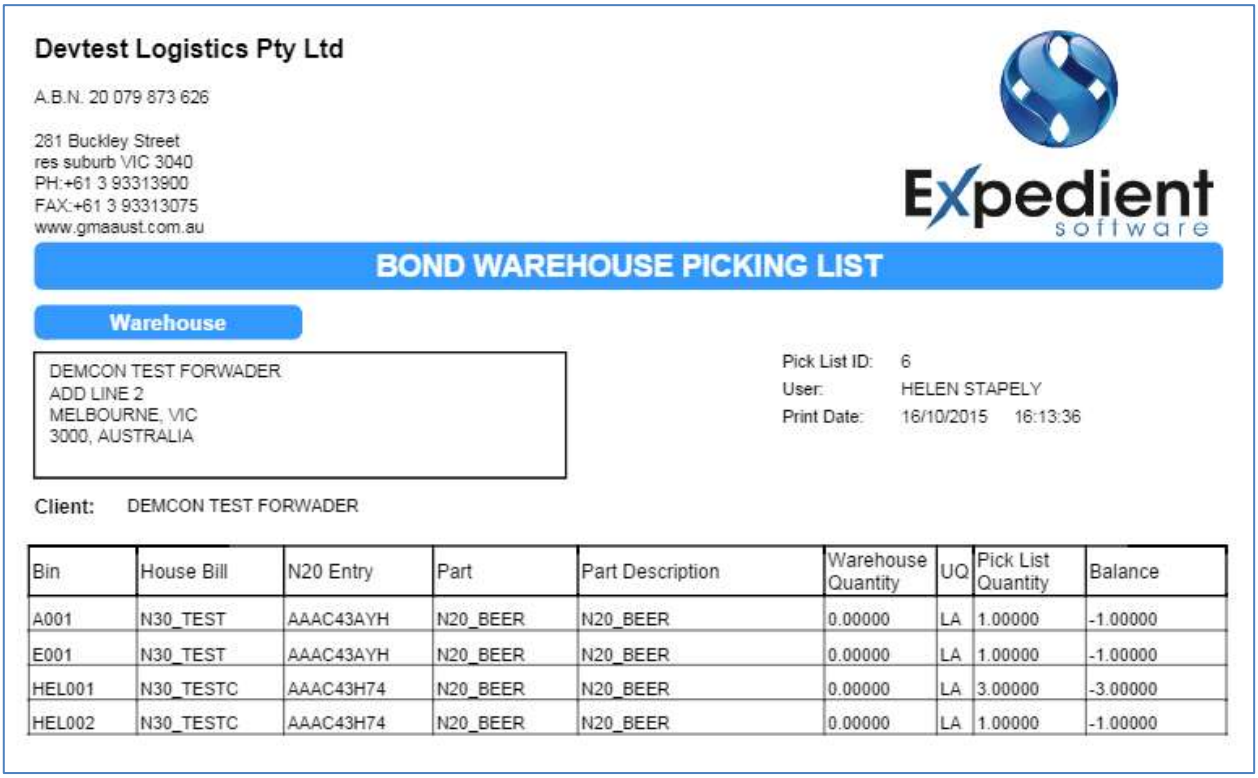
Where an EDN or a Nature 30 is created from a Pick List the Entry Lines will be generated from the information in the original Nature 20 Entry.

When the EDN or the Nature 30 Entry has a Successful Submission message from Customs the stock on the Pick List will be automatically removed from the Bin Locations and from the Bond Warehouse quantities.

PRINT PICK LIST

This is a PDF of the Pick List information. Select the toolbar button 

to generate the report for the Warehouse.



Devtest Logistics Pty Ltd

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res suburb VIC 3040
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FAX:+61 3 93313075
www.gmaaust.com.au

BOND WAREHOUSE PICKING LIST

Warehouse

DEMCON TEST FORWADER
ADD LINE 2
MELBOURNE, VIC
3000, AUSTRALIA

Pick List ID: 6
User: HELEN STAPELY
Print Date: 16/10/2015 16:13:36

Client: DEMCON TEST FORWADER

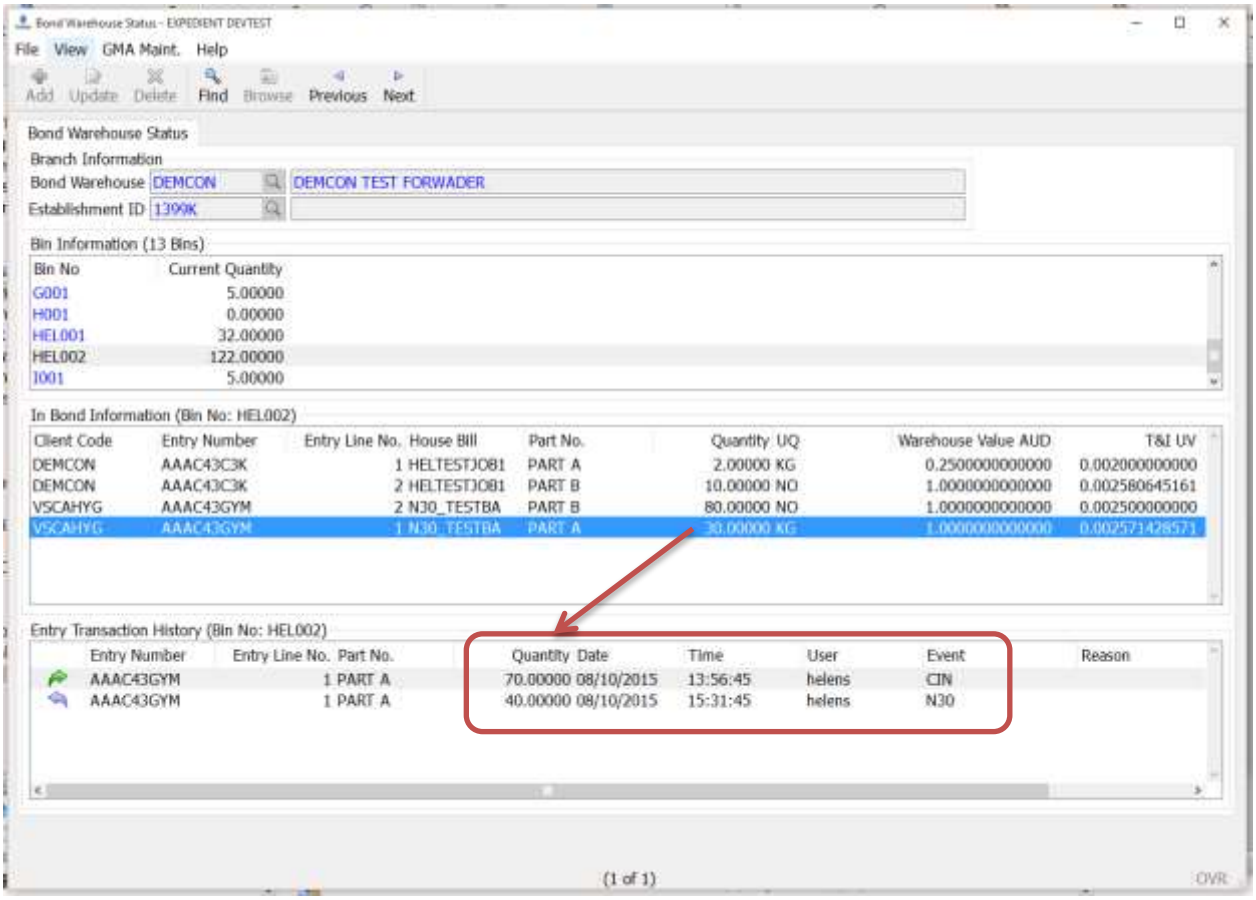
Bin	House Bill	N20 Entry	Part	Part Description	Warehouse Quantity	UQ	Pick List Quantity	Balance
A001	N30_TEST	AAAC43AYH	N20_BEER	N20_BEER	0.00000	LA	1.00000	-1.00000
E001	N30_TEST	AAAC43AYH	N20_BEER	N20_BEER	0.00000	LA	1.00000	-1.00000
HEL001	N30_TESTC	AAAC43H74	N20_BEER	N20_BEER	0.00000	LA	3.00000	-3.00000
HEL002	N30_TESTC	AAAC43H74	N20_BEER	N20_BEER	0.00000	LA	1.00000	-1.00000

BOND WAREHOUSE STATUS

This screen shows current stock available in the Bond Warehouse, including in Bin Locations if your site is using Bins. This screen will display

- Stock Check In
- Stock Adjustments including
  - movement of stock between bin locations,
  - change of stock quantities
- Check out of stock by successful submission of N20 or EDN
- Who performed each Stock movement and when.

***NOTE**: When the Bond Warehouse Quantity or Bin Location Quantity has been completely released for an Entry Line Number the Entry Line Number will be removed from view in this screen. This screen shows Current Quantities. If you wish to review stock movements for released Entry Line Numbers please use the Stock Details Report.*


Bond Warehouse Status - EXPEDIENT DEVTEST
File View GMA Maint. Help
Add Update Delete Find Browse Previous Next
Bond Warehouse Status
Branch Information
Bond Warehouse DEMCON DEMCON TEST FORWADER
Establishment ID 1399K
Bin Information (13 Bins)
Bin No Current Quantity
G001 5.00000
H001 0.00000
HEL001 32.00000
HEL002 122.00000
I001 5.00000
In Bond Information (Bin No: HEL002)
Client Code Entry Number Entry Line No. House Bill Part No. Quantity UQ Warehouse Value AUD T&I UV
DEMCON AAAC43C3K 1 HELTESTJO81 PART A 2.00000 KG 0.2500000000000 0.002000000000
DEMCON AAAC43C3K 2 HELTESTJO81 PART B 10.00000 NO 1.0000000000000 0.002580645161
VSCAHYG AAAC43GYM 2 N30_TESTBA PART B 80.00000 NO 1.0000000000000 0.002500000000
VSCAHYG AAAC43GYM 1 N30_TESTBA PART A 30.00000 KG 1.0000000000000 0.002571428571
Entry Transaction History (Bin No: HEL002)
Entry Number Entry Line No. Part No. Quantity Date Time User Event Reason
AAAC43GYM 1 PART A 70.00000 08/10/2015 13:56:45 helens CIN
AAAC43GYM 1 PART A 40.00000 08/10/2015 15:31:45 helens N30
(1 of 1)
OVR

Field Name	Description	Validation	Default
Bond Warehouse	Select the Bond Warehouse to view. Click to select from a list of Bond Warehouses stored in Customer Masterfile	Mandatory if Establishment ID not provided	Blank
Establishment ID	This is the Establishment ID associated with the Bond Warehouse. Click to select from a list of Establishment ID associated with Bond Warehouses in the Customer Masterfile	Mandatory if Bond Warehouse code not provided	Blank
Bin Information	This is visible where your site allows Bin Locations for Bond Warehouses. This table lists the Bin Locations in alphabetical order with the Quantities stored in the Bin	N/A	Bin Maintenance
	In Bond Information		
Client Code	This is the Client code that has stock currently in the Bin Location or the Bond Warehouse if your site does not have Bin Locations	N/A	N20 Entry
Entry Number	This is the Entry Number for the stock currently in the Bin Location or the Bond Warehouse if your site does not have Bin Locations	N/A	N20 Entry
Entry Line No	This the Entry Line Number for the stock currently in the Bin Location or the Bond Warehouse if your site does not have Bin Locations	N/A	N20 Entry
Part No.	This is the Supplier Part Number for the stock currently in the Bin Location or the Bond Warehouse if your site does not have Bin Locations	N/A	Supplier Invoice

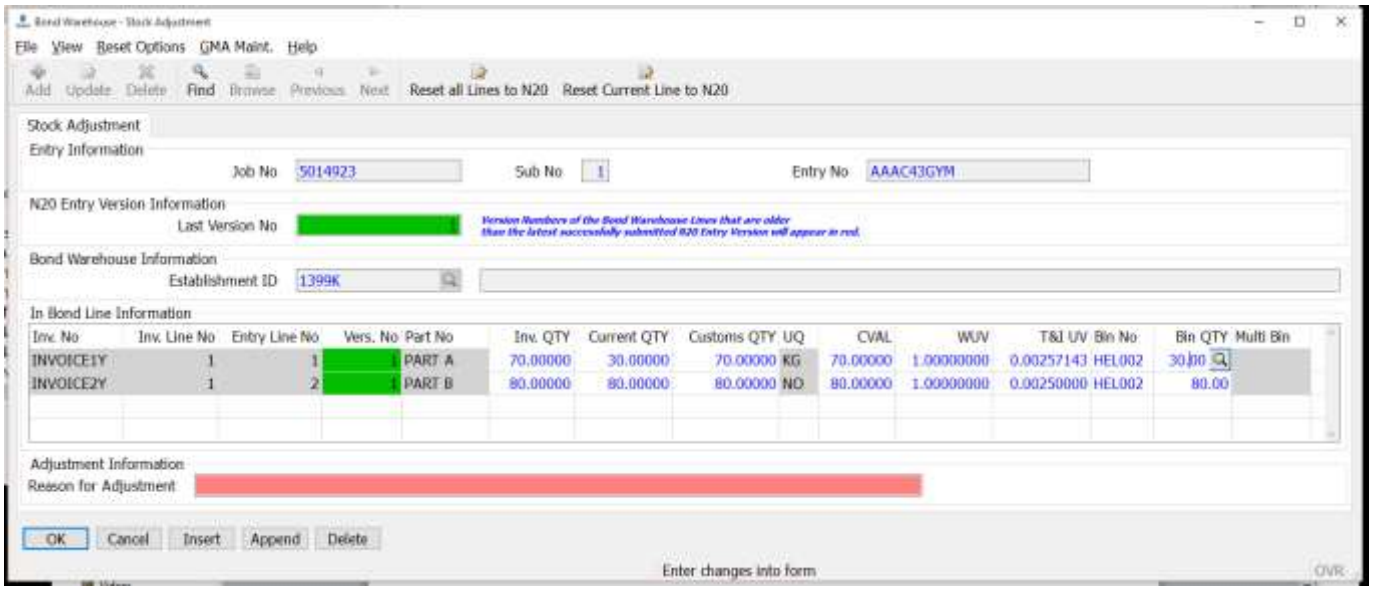
Field Name	Description	Validation	Default
Quantity	This is the Quantity available for the Part in the Bin Location or the Bond Warehouse if your site does not have Bin Locations. This Quantity is a calculation of the original Invoice Quantity checked in plus and positive stock adjustments, minus any negative stock adjustments and stock released by EDN or N30. *The above screen shot shows in the Entry Transaction History table that 70 units were checked in, 40 units have been released from the Bond Warehouse by N30 and 30 units are currently available in this Bin Location for the highlighted Entry and Entry Line Number.*	N/A	System Generated
UQ	This is the Customs Unit for this Part. NOTE: This may not match the Units for the Supplier Invoice Quantity.	N/A	N20 Entry
Warehouse Value AUD	This is the Customs Value for the Part on the Entry Line Number. This is calculated from the value provided by Customs on the N20 Entry and applied to each Part in the Entry Line Number for the Quantity stored in Bin Location or the Bond Warehouse if your site does not have Bin Locations	N/A	System Generated
T&I UV	This is the T&I Value for the Part on the Entry Line Number. This is calculated from the value provided by Customs on the N20 Entry and applied to each Part in the Entry Line Number for the Quantity stored in Bin Location or the Bond Warehouse if your site does not have Bin Locations	N/A	System Generated
	Entry Transaction History		
	The first column shows the type of movement. indicates movement into the Bond Warehouse or Bin Location by Check in from a successful N20 submission or a positive Stock Adjustment indicates movement out of the Bond Warehouse or Bin Location by a negative Stock Adjustment or a successful submission of EDN or N30.	N/A	System Generated
Entry Number	This is the Entry Number for the Transaction associated with the Part highlighted in the In Bond Information table	N/A	N20 Entry
Entry Line No	This is the Entry Number No for the Transaction associated with the Part highlighted in the In Bond Information table	N/A	N20 Entry
Part No	This is the Part for the Transaction	N/A	N20 Entry
Quantity	This is the Quantity moved in the Transaction. This the in the unit used in the Supplier Invoice for the Entry Line Number	N/A	Supplier Invoice
Date	This is the date of the stock movement	N/A	System Generated
Time	This is the time of the stock movement	N/A	System Generated

Field Name	Description	Validation	Default
User	This is the User who performed the transaction. This may be the User that checked the stock into the Bin Location. If your site does not use Bins it may be the Broker who successfully submitted the N20. This will also be the User who performed the Stock Adjustment and the User who successfully submitted the EDN or the N30 to release stock from the Bond Warehouse	N/A	System Generated
Event	This shows the event that created the stock movement The Events can be • CIN – Check In • N30 • EDN • Stock Adjustment	N/A	System Generated
Reason	This column displays the reason provided for performing a Stock Adjustment	N/A	Stock Adjustment

STOCK ADJUSTMENT

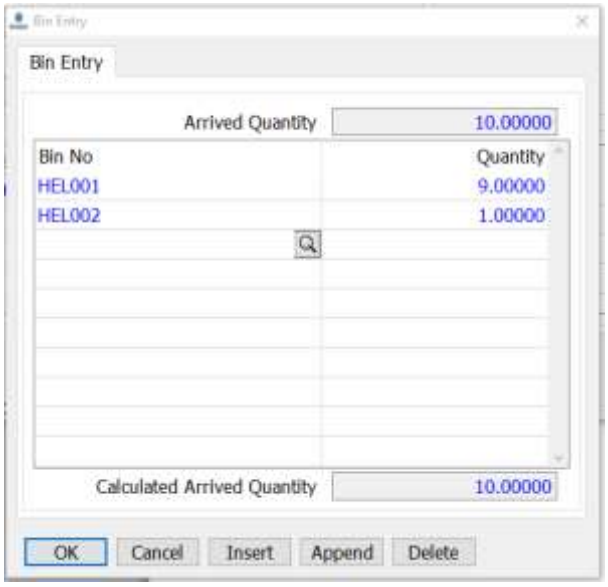
This screen is used where quantities of stock may need to be changed. Quantities may need to be updated due to

- Movement of stock to a different bin location
- Resubmission of the N20 with different quantities
- Return of Freight to the Bond Warehouse
- Damaged/Pillaged Pieces


File View Reset Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Reset all Lines to N20 Reset Current Line to N20
Stock Adjustment
Entry Information
Job No 5014923
Sub No 1
Entry No AAAC43GYM
N20 Entry Version Information
Last Version No
Bond Warehouse Information
Establishment ID 1399K
In Bond Line Information
Inv. No Inv. Line No Entry Line No Vers. No Part No Inv. QTY Current QTY Customs QTY UQ CVAL WUV T&I UV Bin No Bin QTY Multi Bin
INVOICE1Y 1 1 PART A 70.00000 30.00000 70.00000 KG 70.00000 1.00000000 0.00257143 HEL002 30.00
INVOICE2Y 1 2 PART B 80.00000 80.00000 80.00000 NO 80.00000 1.00000000 0.00250000 HEL002 80.00
Adjustment Information
Reason for Adjustment
OK Cancel Insert Append Delete
Enter changes into form

Field Name	Description	Validation	Default
Entry Information	Click FIND and enter the Job No or Entry No that requires the Stock Adjustment	N/A	Blank

Field Name	Description	Validation	Default
Last Version No	This field displays the Version number for the N20 that was last successful submitted. This should be compared against the Vers. No column in the In Bond Line Information table. Different version numbers indicate that Stock Adjustments have occurred since the successful submission of the N20. Differences will be highlighted in red	N/A	N/A
Establishment ID	This displays the Bond Warehouse Establishment ID that the N20 was checked into	N/A	N20
In Bond Line Information This table displays the Entry Lines and Part Numbers checked into the Bond Warehouse for the selected N20 Entry. Only Entry Lines and Parts that are currently in the Bond Warehouse will be shown.			
Inv. No	This is the Entry Number for the Entry Line and Part Number on the row	N/A	Supplier Invoice
Inv. Line No	This is the Supplier Invoice Line Number for the Entry Line and Part Number on the row	N/A	Supplier Invoice
Entry Line No	This is the Entry Line Number for the Entry Line and Part Number on the row	N/A	N20
Vers. No	This is the version number for the update to the Entry Line and Part in the Bond Warehouse. This number will increment by 1 every time the details of the Entry Line and Part are updated in the Stock Adjustment Screen. This number will be highlighted in red if the Version Number on the row is different to the N20 last version number.	N/A	System Generated
Part No	This is the Supplier Part Number on the Supplier Invoice Line in the N20 Entry	N/A	Supplier Invoice
Inv. QTY	This is the Invoice Quantity for the Part on the Supplier Invoice Line. This can be updated	N/A	Supplier Invoice
Current QTY	This is the Quantity in stock in the Bin Location or the Bond Warehouse if you site is not using Bins. This can be updated	N/A	System Generated
Customs QTY	This is the Customs Quantity for the Supplier Invoice Line in the Unit Quantity reported to Customs. This can be updated	N/A	N20 Entry
UQ	This is the Unit Quantity reported to Customs	N/A	N20 Entry
CVAL	This is the Customs Value for the current stock in the Bond Warehouse or the Bin Location for the Part on the Entry Line. This can be updated	N/A	System Generated
WUV	This is the Customs Value per Part Unit, using the Customs UQ, based on the information from Customs in the N20. This can be recalculated automatically by clicking or updated manually.	N/A	System Generated
T&I UV	This is the T&I Value per Part Unit, using the Customs UQ, based on the N20. This can be recalculated automatically by clicking or updated manually.	N/A	System Generated

Field Name	Description	Validation	Default
Bin No	This column will appear where your site has Bin Locations. This is the current location of the Part on the Entry Line. This can be updated manually or click to select from a list of available Bin Locations.	Valid Bin Location for Bond Warehouse	Current Bin Location
Bin QTY	This column will appear where your site has Bin Locations. This is the Quantity currently in the displayed Bin Location. This can be updated. . If the Quantity entered is less than the Current QTY the Bin Entry screen will appear allowing the Quantity to be assigned to multiple Bin Locations.  Update the quantity in the current Bin Location and assign quantities to the new Bin Location until the original Current Qty is matched. This screen will not allow updates where the quantity in the Bin has already been assigned to a Pick List that is waiting for a successful N20 or EDN.	Bin Quantity must not exceed Current Quantity, or less than Quantity already assigned to a Pick List	Current Bin QTY
Multi Bin	This column will appear where your site has Bin Locations. This column will display '*' if the Part on the Entry Line is stored in more than one Bin Locations	N/A	System Generated
Reason for Adjustment	This field appears in UPDATE mode and text must be entered to explain the need to update values. The reason text will appear in the Bond Warehouse Status screen and the Bond Details Report	Mandatory	Blank

Movement of Stock within the Bond Warehouse (BINS only)

To change the Bin Location the stock was originally checked into following these steps

1. Find the Job Number or Entry Number in the Stock Adjustment screen
2. Select

.
3. Find the Part Number in the Bin Location you want to change.
    a. If all the parts are moving to a new Bin Location click in the Bin No column and update the Bin Location for the row.
    b. If some of the parts are moving to a new Bin Location update the Bin QTY to the new Quantity in the original Bin Location. The Bin Entry screen will appear to allow you to enter the quantities moved to the new Bin Locations. A '*' will appear in the Multi Bin column when you save the changes in the Bin Entry screen.
4. Enter the Reason for the Bin Location update
5. Click

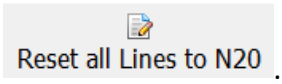
to save the update

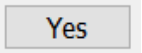
Update to N20 after Check In

To reflect updates in the last N20 submission in the Bond Warehouse, e.g. a change in quantities on the Supplier Invoice, follow these steps

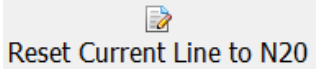
1. Find the Job Number or Entry Number in the Stock Adjustment screen
2. Select

.
3. Do you want to reset the information for all the Entry Lines in the Bond Warehouse?

    YES
    a. Select the toolbar button 

.
    b. Select 

to Continue. Expedient will update the Invoice QTY, WUV, T&I UV and the tariff codes to match the last successful submission of the N20. The Current Quantity will be recalculated to account for the new Invoice Quantity and the quantities allocated to outstanding Pick Lists

    NO
    a. Click on the Entry Line you want to update to match the N20
    b. Select the toolbar button 

.

c. Select Yes to Continue. Expedient will update the Invoice QTY, WUV, T&I UV and the tariff codes to match the last successful submission of the N20 for that Entry Line Number only. The Current Quantity will be recalculated to account for the new Invoice Quantity and the quantities allocated to outstanding Pick Lists

4. Enter the Reason for the Bin Location update

5. Click OK to save the update

Freight Return If stock has been released from the Bond Warehouse and is subsequently returned the Entry Line can be added back to the Entry in the Stock Adjustment screen provided the entire Entry has not been released. If there are still quantity on at least one entry line for the N20 Entry and Entry Line can be manually added in the Stock Adjustment screen.

1. Find the Job Number or Entry Number in the Stock Adjustment screen

2. Select Update.

3. Click into the next blank row in the 'In Bond Line Information' table. Enter the Inv. No and Inv. Line No. Rest of the line will be populated to match the last successful N20 Entry line. The Current Quantity will match the Invoice Quantity.

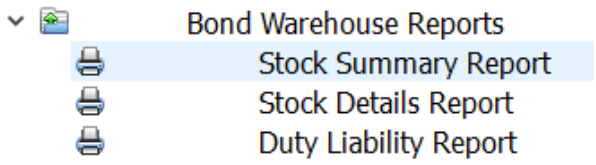
4. If your site uses Bin Locations add the Bin Location and confirm the quantity in the Bin

5. Enter the Reason for the Bin Location update

6. Click OK to save the update

Bond Warehouse Reports

The following reports are available to track stock currently in the Bond Warehouse, track the value of Stock in the Bond Warehouse for a Client and to audit movements of stock into and out of the Bond Warehouse for Customs.



STOCK SUMMARY REPORT

This XLS report displays the Stock currently in the Bond Warehouse for the Client by Supplier Part Number. This report can be selected to show Bin Numbers if your site uses Bond Warehouses with Bin Locations.

STOCK DETAILS REPORT

This report is primarily for auditing by Customs. The XLS report shows stock transactions within a Date of Lodgement Date Range and shows quantity moved, who by and when. This report will include Bin Locations where your site has Bond Warehouses with Bin Locations

DUTY LIABILITY REPORT

This XLS report provides the current Customs Value for Parts stored in the Bond Warehouse. The report does not include Bin Numbers.

CargoWise POD Load

Expedient can interface with transport companies using CargoWise so they can send POD information to populate Delivery Dates and Times and store the PDF of the POD to the Job Documents folder for FCL and FCX Import Jobs.

The Customer Masterfile stores the interface details with each Carrier (refer to the Administration User Manual for further information). These details can only be seen and updated if you are a Superuser.

Expedient will process CSV and PDF files from CargoWise Carriers and, if the reference number provided by the Carrier is correct and can be linked to an Import Job, Expedient will be updated as follows

When a CSV file is received:

- Import Job Delivery Date and Time will show the advice from the Carrier
- The Containers listed in the Import Job Registration screen Containers Details tab will all be updated to show the Delivery Date and Time if this has not already been entered
- Each Container Management record for the Containers on the Job will be updated with the Delivery Date and Time if this has not already been entered
- A Date of Delivery event (DOD) will be created for the Job showing the Signatory as the Event reference
- The CSV file will be stored in the Job Documents folder (if your site uses Expedient to store Documents)

When a PDF file is received

- A Proof of Delivery event (POD) is created for the Job showing the Carrier Code as the Event reference
- The PDF file will be stored in the Job Documents folder (if your site uses Expedient to store Documents)

Carrier EDI

This module provides the ability to send instructions to selected transport companies electronically via EDI Messages, and to receive updates from the transport companies direct into Expedient.

Transport requests can be sent from within the Job Registration screen and updates, including proof of delivery, from the transport company will populate the Delivery Details tab within the Job.

Expedient will send the pickup and delivery address details, the required delivery date and basic details of the job to the Carrier. The carrier will provide a Booking Confirmation and a confirmation of delivery.

Automated reports can be run that highlight when transport companies have not responded to a request or when proof of delivery has not been received after the arranged delivery date has passed.

User Checklist for setting up Carrier EDI

Setting up Expedient to send and receive EDI messages from carriers will involve some preparation from you, the transport carriers and Expedient Software. Please use the following checklist to work through the set up requirements.

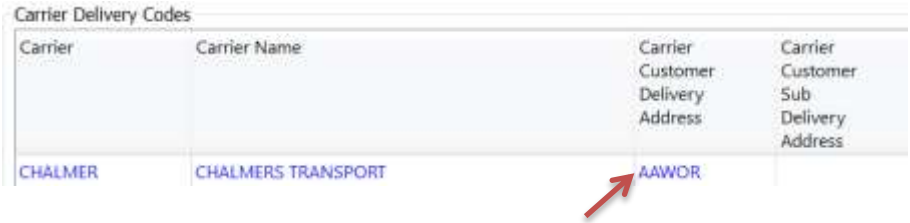
Action Point	Action	Detail
1	Check that Expedient is set up to allow EDI messages to your Carriers	Open the Import Job Registration screen, go to the Options drop down menu and check the Send EDI Booking to Carrier option is listed. If you cannot see this option please contact Expedient Software.
2	Which Carriers do you want to send EDI transport requests to?	Contact Expedient Software for the Carrier EDI Set up Information Spreadsheet – see Appendix B. Fill out the Contact information in the top left. Tell us how often you want to send EDI transport requests to the Carriers, *e.g. once a day, twice a day, every hour.* Enter the Carrier Code and Carrier names that you want to provide EDI transport instructions to. Add the Account information, and the Port Code you associate with each Carrier. Enter the same carrier on multiple lines if you have the same carrier code for many port codes or if you have a number of different accounts with the same carrier. Use the examples in the spreadsheet for guidance.
3	How will the Carrier send EDI updates to you?	Contact each Carrier and, with their assistance, enter the following details in the Carrier EDI Set up spreadsheet 1. What system does the Carrier use? • MAXIMAS • Another system – please provide the name. 2. How does the Carrier want to receive the EDI instructions? • Email i. Note the email address • FTP i. Note the IP Address ii. Note the Username iii. Note the Password iv. Note the Directory Path • Write File to Server

<table>
<tr><td></td><td></td><td>i. Note the Directory Path</td></tr>
<tr><td>4</td><td colspan="2">Send the completed spreadsheet to Expedient Software. The information will be checked and entered at your site.</td></tr>
<tr><td>5</td><td>Set up your clients delivery address codes (MAXIMAS ONLY)</td><td>Carriers using the MAXIMAS system will have their own delivery address codes for your client's delivery addresses. The Carrier's codes need to be added to Expedient.

Run the Client Delivery Instructions Report available from the Administration Folder>Administration Reports. Run as a .csv to provide a spreadsheet containing the client codes and delivery addresses. This can be edited, removing unnecessary columns, and sent to your Carrier to insert their MAXIMAS delivery address codes.

e.g.
<table>
<tr><th>Client Code</th><th>Client Name</th><th>Delivery Address</th><th>MAXIMAS Delivery Address Code</th></tr>
<tr><td>DEMCON</td><td>DEMONSTRATION CUSTOMER</td><td>DEMONSTRATION CUSTOMER DEMCON ADDRESS LINE 1 DEMCON ADDRESS LINE 2 MELBOURNE VIC 3000</td><td></td></tr>
<tr><td>DEMCON</td><td>DEMONSTRATION CUSTOMER</td><td>DEMONSTRATION CUSTOMER ADD1 ADD2 MELBOURNE VIC 3006</td><td></td></tr>
</table>

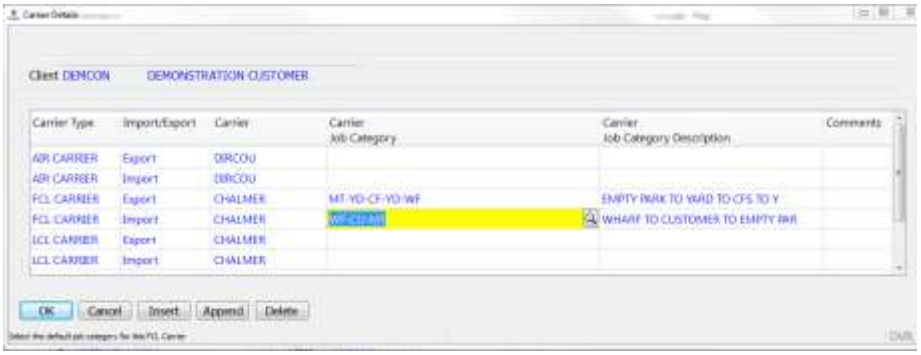
Add the MAXIMAS delivery address code to the Customer Masterfile. Open the Delivery Address screen and add the information to the Carrier Delivery Codes section.

 
<table>
<tr><td colspan="4">Carrier Delivery Codes</td></tr>
<tr><td>Carrier</td><td>Carrier Name</td><td>Carrier Customer Delivery Address</td><td>Carrier Customer Sub Delivery Address</td></tr>
<tr><td>CHALMER</td><td>CHALMERS TRANSPORT</td><td>AAWOR</td><td></td></tr>
</table>

Insert the Carrier Code and enter the MAXIMAS delivery address code in the Carrier Customer Delivery Address Field. Ensure you are entering the correct MAXIMAS code against the delivery address you have on the screen.</td></tr>
<tr><td>6</td><td>Update the Customer Preferred Carriers</td><td>Each client can be set up with a Preferred Carrier for Imports and Exports and for Air, FCL, LCL and Parcel Post.

Go to the Customer Masterfile, select a client who will use a Carrier set up for EDI.

Go to Options>Preferred Carrier

Select the Carrier Type – Air/FCL/LCL or P.P Carrier
Select whether the Carrier is required for Imports or Exports
Enter the Carrier code for the transport company
If you have selected an FCL Carrier who uses the MAXIMAS system you can select the preferred Job Category from the list provided. This is optional.
Add any comments that you would like to appear within any instructions to this Carrier.
When you register a job for this Client the preferred carrier will be automatically populated. The preferred job category will be inserted where one has been chosen.</td></tr>
</table>

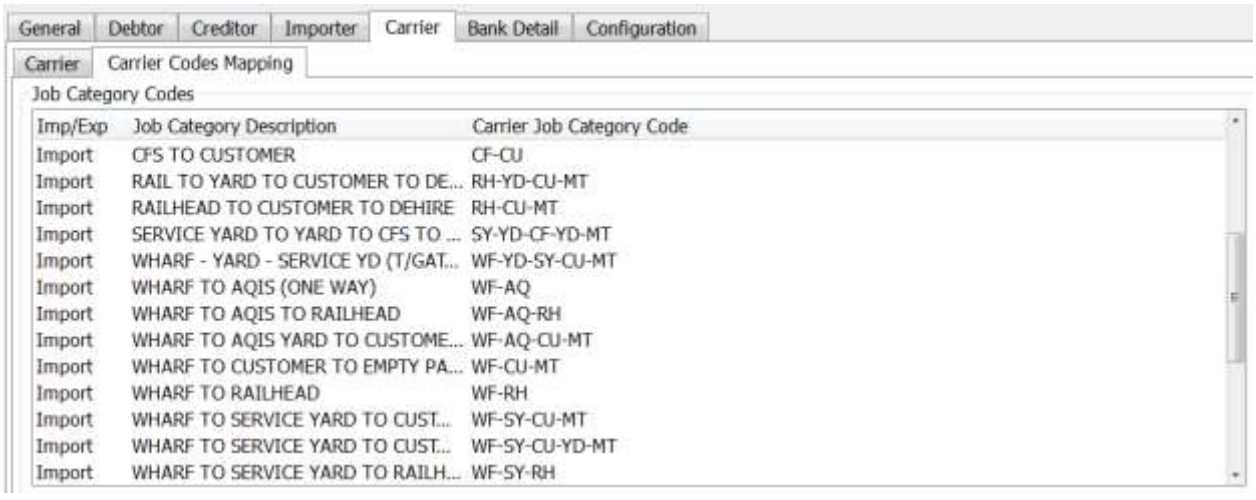
7	Set up the Automated Reports to track Instructions and Deliveries	Expedient includes three new exemption reports to warn you when transport instructions and delivery are not going smoothly. The new reports are, 1. Report to list jobs where an instruction has been sent to a Carrier and no response has been received (CAREDIEX1) 2. Report to list jobs where an instruction has been sent to a Carrier but no booking confirmation has been received (CAREDIEX2) 3. Report to list jobs where a delivery was due to take place but no Proof of Delivery has been received (CAREDIEX3) To set these reports to run go to Auto Report Setup in the Automatic Reports folder. • Click Add and select the report code. • Leave Client Code blank to report on all clients, or select a specific client • Select when you want to receive the report e.g. Monday to Friday • Select a delivery method, and email details. • Set the report criteria *E.g. For report CAREDIEX1 set the EDI send date to 7 days to list all the transport requests sent in the last week where the Carrier has not responded. The transport request can then be resent to trigger a response from the Carrier.*

Carrier Codes Mapping

The instructions sent to the carriers are often coded e.g. the instruction to pick up a full import container from the wharf, delivery to the customer then return the empty to the dehire park may be shortened to 'WF-CU-MT'

Different Carriers may require different codes so these are stored in the Customer Masterfile for each Carrier that accepts transport instructions by EDI.

JOB CATEGORY CODES



Imp/Exp	Job Category Description	Carrier Job Category Code
Import	CFS TO CUSTOMER	CF-CU
Import	RAIL TO YARD TO CUSTOMER TO DE...	RH-YD-CU-MT
Import	RAILHEAD TO CUSTOMER TO DEHIRE	RH-CU-MT
Import	SERVICE YARD TO YARD TO CFS TO ...	SY-YD-CF-YD-MT
Import	WHARF - YARD - SERVICE YD (T/GAT...	WF-YD-SY-CU-MT
Import	WHARF TO AQIS (ONE WAY)	WF-AQ
Import	WHARF TO AQIS TO RAILHEAD	WF-AQ-RH
Import	WHARF TO AQIS YARD TO CUSTOME...	WF-AQ-CU-MT
Import	WHARF TO CUSTOMER TO EMPTY PA...	WF-CU-MT
Import	WHARF TO RAILHEAD	WF-RH
Import	WHARF TO SERVICE YARD TO CUST...	WF-SY-CU-MT
Import	WHARF TO SERVICE YARD TO CUST...	WF-SY-CU-YD-MT
Import	WHARF TO SERVICE YARD TO RAILH...	WF-SY-RH

The Job Category Codes are stored in the top half of the Carrier Codes Mapping in the Customer Masterfile for the EDI Carrier. The Job Category Descriptions entered will be used in the pull down list when adding a Job Category in the Delivery Details tab in Import Job Registration.

TRANSPORT TYPES

Transport Types

Expedient Delivery Type	Carrier Delivery Type Code	Port Code
CONVENTIONAL DELIVERY (WAIT)	STANDARD	AUSYD
DROP TRAILER	DROP TRAIL	AUSYD
S/L DOORS REAR	SIDELOADER	AUSYD
TIPPER	TIPP	AUSYD
STANDARD LIFT OFF/LIFT ON	STANDARD L	AUSYD
TILT TRAY	TRAY	AUSYD
S/L DOORS CABIN	SIDELOADER	AUSYD
CONVENTIONAL DELIVERY (WAIT)	STANDARD	AUMEL
DROP TRAILER	DROP TRAIL	AUMEL
S/L DOORS REAR	SIDELOADER	AUMEL
TIPPER	TIPP	AUMEL
STANDARD LIFT OFF/LIFT ON	STANDARD L	AUMEL
TILT TRAY	TRAY	AUMEL

The Transport Types are stored in the bottom half of the Carrier Codes Mapping tab in the Customer Masterfile for the EDI Carrier. When a Transport Type is selected against each container in the Container Details tab in Import Job Registration the EDI sent to the Carrier will contain the Delivery Code they understand in their system.

Sending EDI to Carriers

Instructions can be sent to the Carriers from the Import Job Registration screen.

Use the "Send EDI Booking to Carrier" option from the Options menu.

Expedient will check all the mandatory information has been provided according to the Carrier's requirements. If any information is missing a message will clearly list which fields need to be entered.

When all the mandatory information is present Expedient will send the EDI to the Carrier.

Please Note: The EDI may not be sent immediately. A background process sends EDI messages to the Carriers at specified times set by your Super User.

When a transport request is sent by EDI the "Sent?" tickbox is ticked in the Container Details tab in Job Registration, Container Details tab against the Container.

If the transport request is for FCL the Date of Timeslot Request will be populated in the Container Management screen for the container.

Updates to transport instructions can be sent to the Carrier until they assign a driver to the delivery. At this point any updates to the Carrier will receive an error message. The error message will be displayed in Job Registration, Container Details tab against the Container.

EDI Event Updates from Carriers to Expedient

TIME SLOT REQUEST ACKNOWLEDGED

This Event is received for FCL/FCX bookings.

On receipt of this update the following will occur:

- The “Accepted?” flag will be ticked in the Container Details tab in the Job Registration screen for the relevant container
- An EDI Order Acknowledgment event is created against the container.

TIME SLOT BOOKED

This Event is received for FCL/FCX bookings.

On receipt of this update the following will occur:

- The “Accepted?” flag will be ticked in the Container Details tab in the Job Registration screen for the relevant container
- The Actual Time Slot Date & Time will be updated in the Container Management screen against the container
- A Time Slot Booked event is created against the container.

BOOKING CONFIRMATION

This Event is received for LCL and AIR bookings.
On receipt of this update the following will occur:

- The “Accepted?” flag for LCL bookings will be ticked in the Container Details tab in the Job Registration screen for the relevant container
- The Pickup Booking Date & Time will be updated in the Job Registration, Delivery Details tab
- An EDI Carrier Booking Confirmation event is created against the container.

CONTAINER DELIVERED IN YARD

This Event is received for FCL/FCX bookings.

On receipt of this update the following will occur:

- The In Yard Date will be updated in the Container Management screen against the container
- A Container In Yard event will be created in the Job with the container number as reference

FULL CONTAINER DELIVERED TO CONSIGNEE

This Event is received for FCL/FCX bookings.

On receipt of this update the following will occur:

- The Delivered Date & Time will be updated in the Job Registration, Container Details tab against the container
- The Delivery Date & Time will be updated in the Container Management screen against the container
- A Container Delivered event will be created in the Job with the container number as reference
- When all the containers on the job have been confirmed delivered by the Carrier
    - A Delivered Event will be created for the job.
    - The Delivered Date will be populated in the Various Details tab in the Job

PROOF OF DELIVERY TO CONSIGNEE

This Event is received for AIR/LCL bookings.

On receipt of this update the following will occur:

- A Proof of Delivery Event will be created for the job.
- The Delivered Date will be populated in the Various Details tab in the Job

EMPTY CONTAINER READY FOR PICK UP FROM CONSIGNEE

This Event is received for FCL/FCX bookings.

On receipt of this update the following will occur:

- The M/T Ready Pick Up Date & Time will be updated in the Container Management screen against the container
- An Empty Container Ready for Pick Up event will be created in the Job with the container number as reference

EMPTY CONTAINER PICKED UP FROM CONSIGNEE

This Event is received for FCL/FCX bookings.

On receipt of this update the following will occur:

- The M/T Pick Up Date & Time will be updated in the Container Management screen against the container
- An Empty Pick Up event will be created in the Job with the container number as reference

CONTAINER DEHIRED

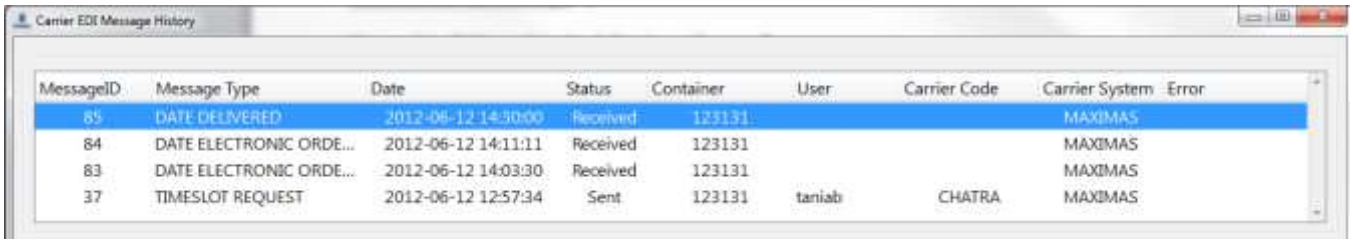
This Event is received for FCL/FCX bookings.

On receipt of this update the following will occur:

- The Dehire Date & Time will be updated in the Job Registration, Container Details tab against the container
- The Actual Dehire Date will be updated in the Container Management screen against the container
- A Container Delivered event will be created with the container number as reference
- When all the containers on the job have been confirmed Picked up a MT Container Picked up event will be created against the job.

Viewing Message History and EDI Messages

The progress of messages and the history of the responses from the carriers can be viewed using the "View Carrier EDI History" option from the Options menu in the Job Registration screen.


Carrier EDI Message History
MessageID Message Type Date Status Container User Carrier Code Carrier System Error
85 DATE DELIVERED 2012-06-12 14:30:00 Received 123131 MAXIMAS
84 DATE ELECTRONIC ORDE... 2012-06-12 14:11:11 Received 123131 MAXIMAS
83 DATE ELECTRONIC ORDE... 2012-06-12 14:03:30 Received 123131 MAXIMAS
37 TIMESLOT REQUEST 2012-06-12 12:57:34 Sent 123131 taniab CHATRA MAXIMAS

This screen displays all the EDI Carrier messages corresponding to the job with the most recent message at the top. Any error message received from the Carrier will be displayed in this screen.

If you are concerned that you have not received a response from the carrier check this screen for any errors which may delay the process.

To view the original EDI messages double click on the message row to open the message in a new window.

Carrier EDI Exception Reports

Expedient provides three exception reports to warn you when transport instructions and deliveries are not going smoothly.

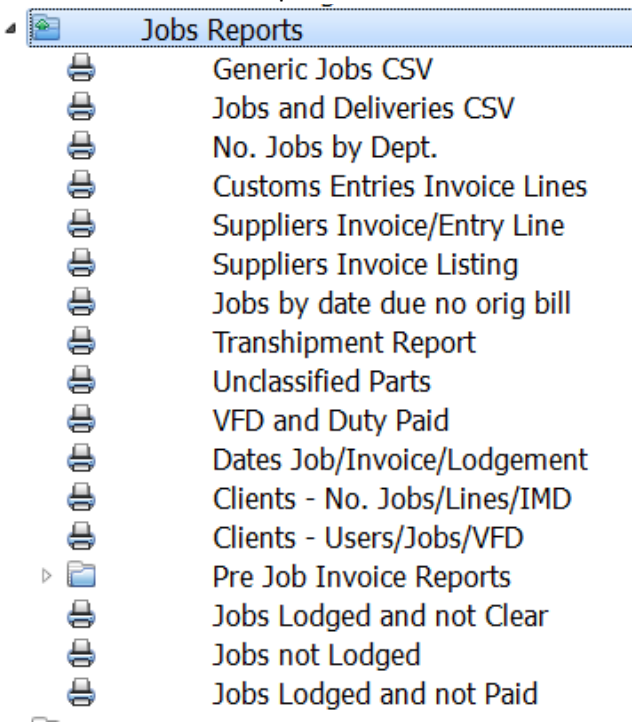
The reports are:

- Report to list jobs where an instruction has been sent to a Carrier and no response has been received – No Response from Carrier (CAREDIEX1)
- Report to list jobs where an instruction has been sent to a Carrier but no booking confirmation has been received – No Booking Confirmation from Carrier (CAREDIEX2)
- Report to list jobs where a delivery was due to take place but no Proof of Delivery has been received – Missing POD from Carrier (CAREDIEX3)

Please refer to the Autoreport User Manual for guidance in setting up these reports.

Jobs Reports

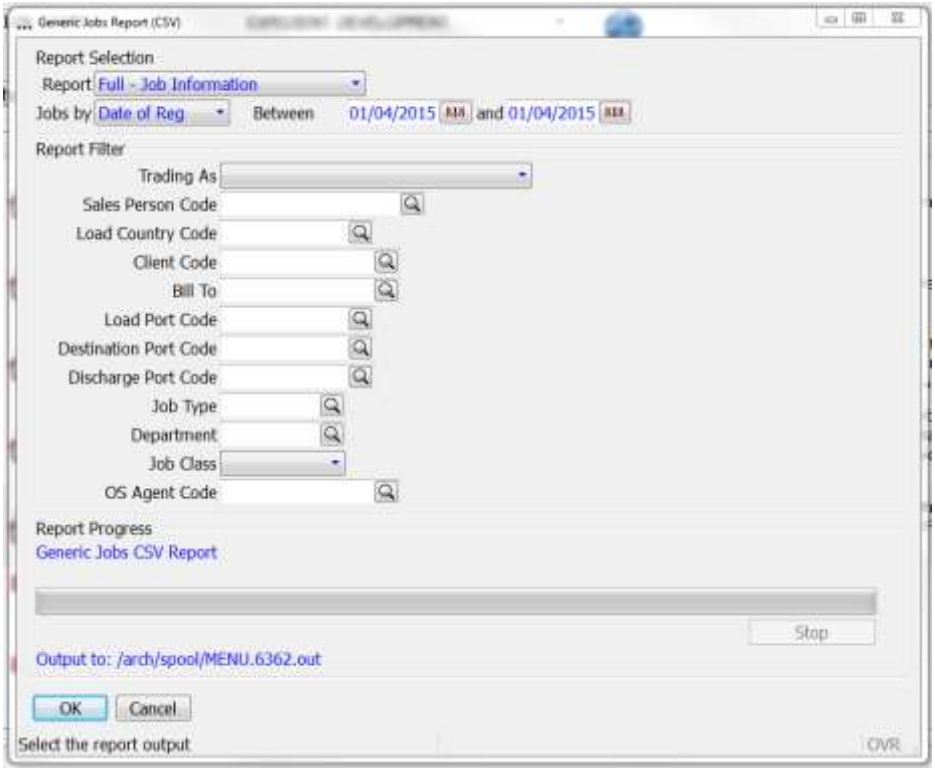
A number of reports are available from this menu option



View the Description tab and Sample tab in the Expedient dashboard to see further details on each report.

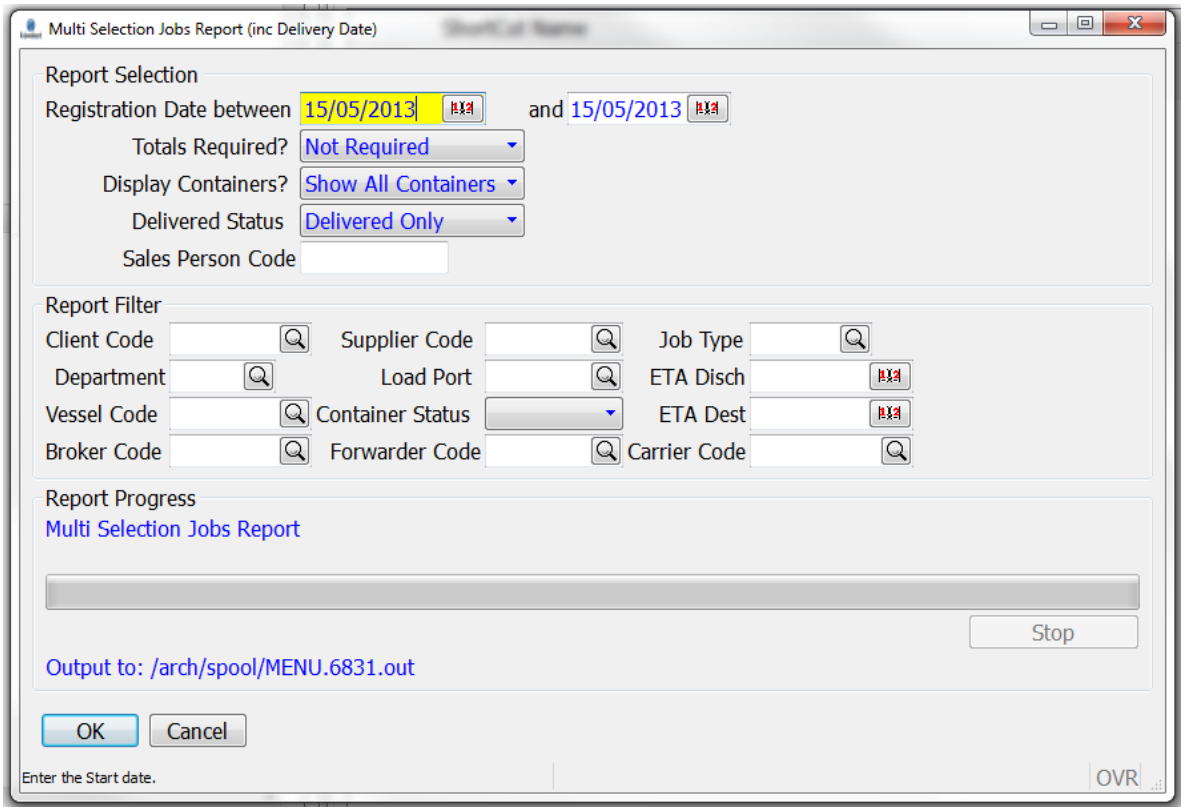
GENERIC JOBS CSV

This report allows users to output job level data into a spreadsheet. This report consists of over 40 fields. If your site has the Accounting Module then it also includes the amount of money billed and the total profit on each job. The profit includes both Customs and Forwarding related accounts.



JOBS AND DELIVERIES CSV

This report provides an output of jobs and delivery information with a number of search criteria.



NO. JOBS BY DEPT

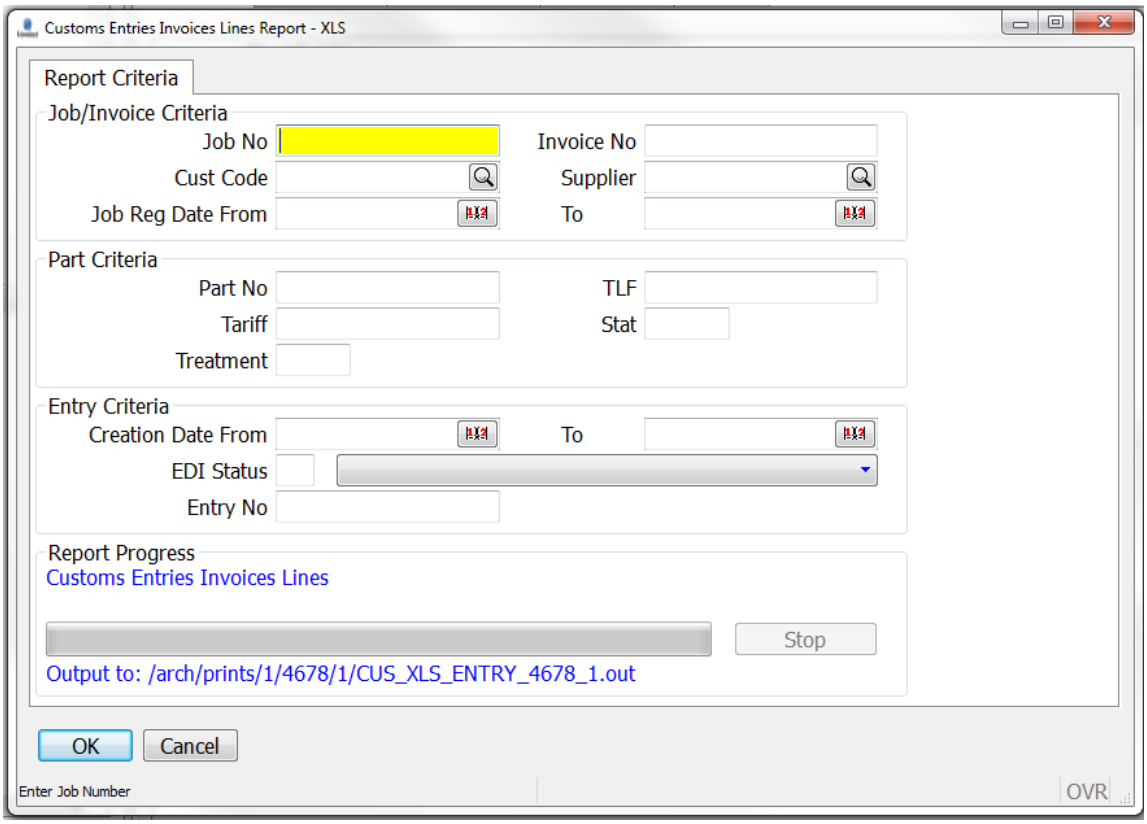
This report displays the number of jobs registered between a certain date period based on department. This report can output in either PDF or CSV.

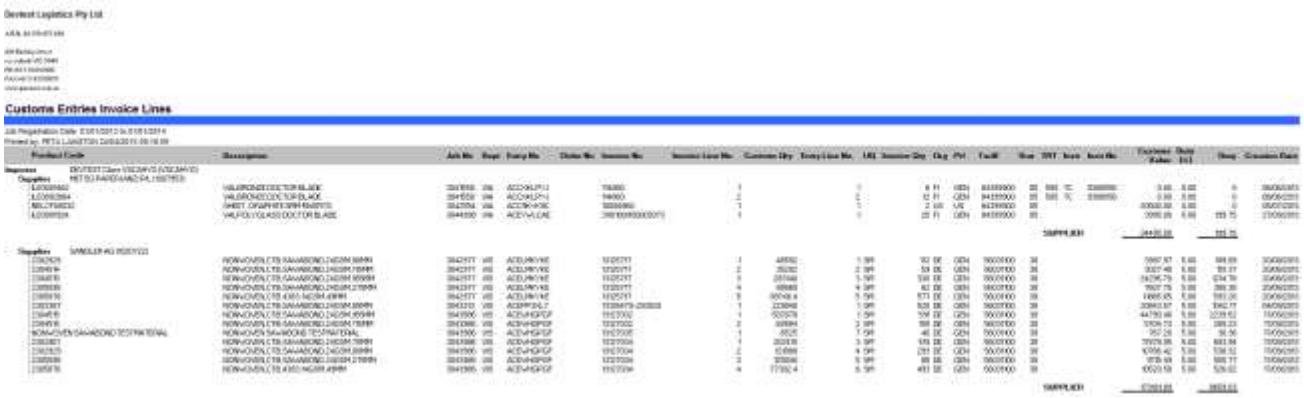
```
        Report for Jobs Registered     From 26/05/2011 To 26/09/2011

Type of Job HIA                                  1
Type of Job HIS                                  1
Type of Job QIS                                 95
Type of Job VIA                                 29
Type of Job VIM                                  1
Type of Job VIS                                 78
Type of Job WIA                                  1
  Total Number of Jobs                         206
```

Customs Entries Invoice Lines

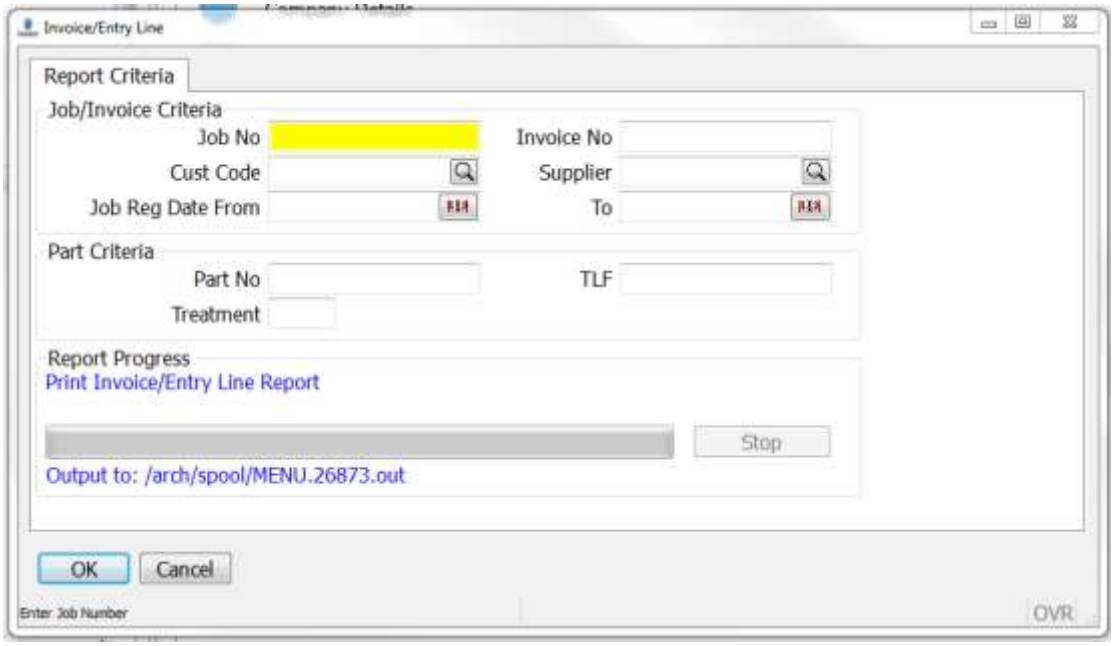
This report provides a breakdown of Customs Entries and how they relate to Supplier Invoice lines with Customs Value and Duty. This is an XLS format report that will open in Excel





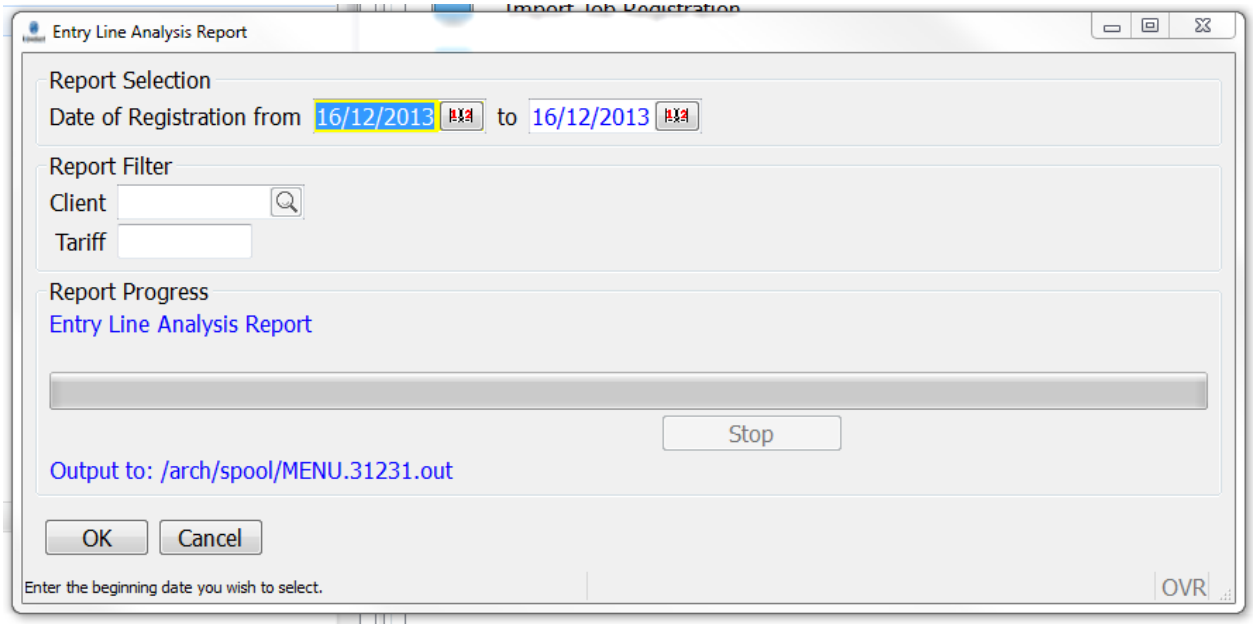
Invoice/Entry Line

This is a CSV report providing a breakdown of Customs Entries and how they relate to Supplier Invoice lines with Customs Value and Duty.



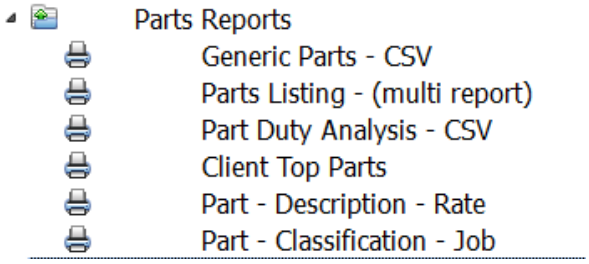
Entry Line Analysis Report

This CSV report lists jobs and their associated tariffs with full tariff details and Entry Factor.



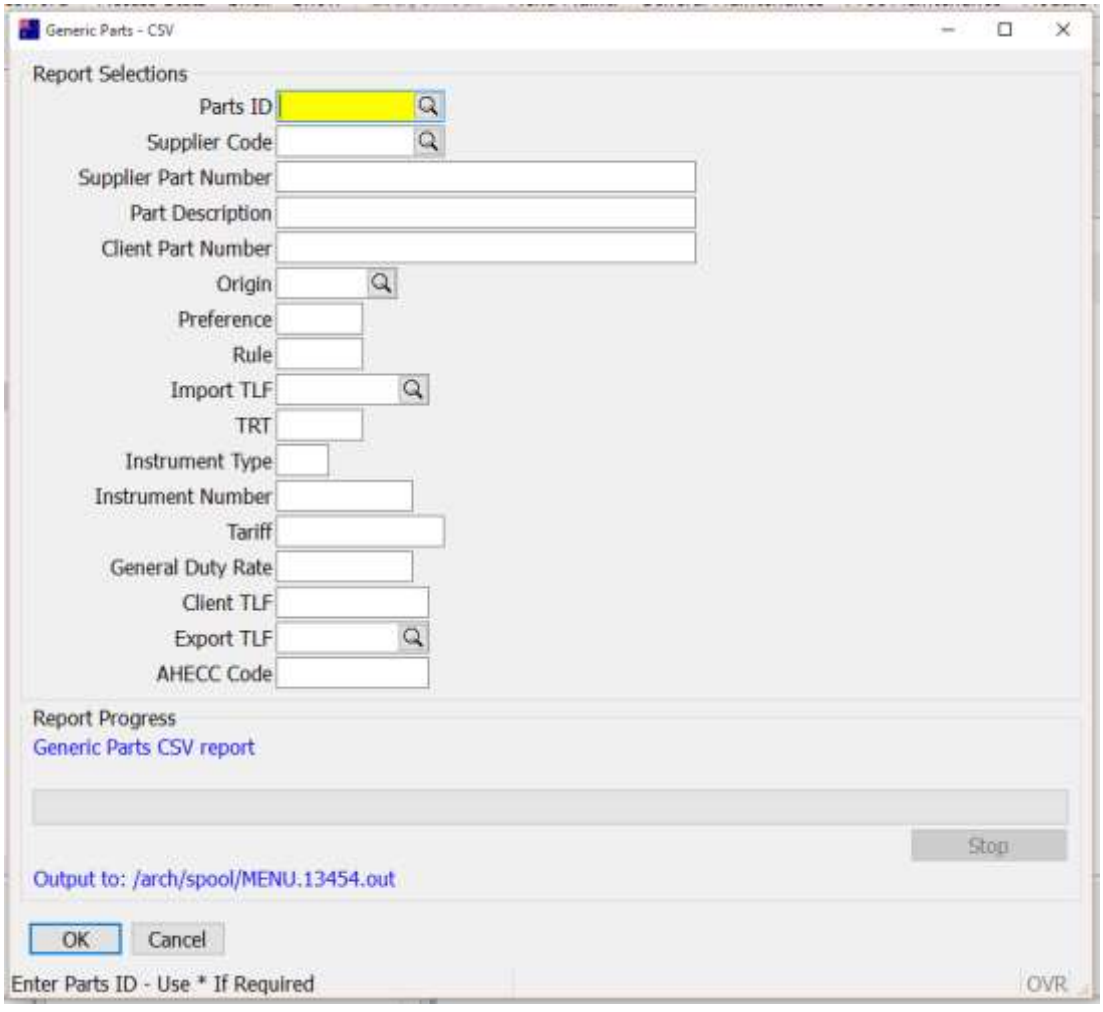
Parts Reports

This below menu displays the different Parts Reports:

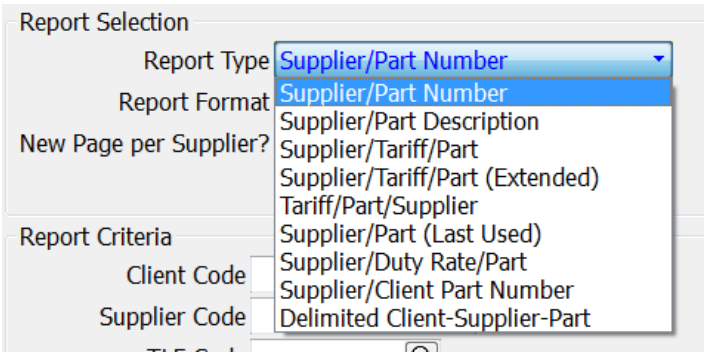

Parts Reports
Generic Parts - CSV
Parts Listing - (multi report)
Part Duty Analysis - CSV
Client Top Parts
Part - Description - Rate
Part - Classification - Job

Generic Parts – CSV

This CSV report provides a part listing ordered by Client Code and Supplier Code. External IDs for the Client, Supplier and Job will be shown if your site is using these.



Part Listing – (multi Report)
This screen provides various options for listing parts ordered by different elements in the report. The reports are available as PDF and CSV.



Part Duty Analysis
This report provides a detailed breakdown of Duty per Part including all the TLF, Invoice and Job information. The Report Criteria allows for detailed and focused reporting. A Date Range must be entered in this Report Criteria screen to run the report.

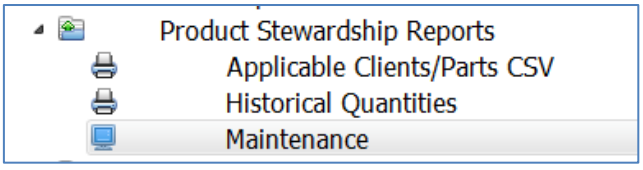
Client Top Parts
This report will list the highest value, highest quantity or highest duty value parts.

Part – Description – Rate
This PDF report will list the Parts with detailed information for the search criteria selected.

Part – Classification – Job
This PDF or CSV report will list the Parts and Classification information for the search criteria selected. The report can by run with a page break per client. This report will return the first Entry Number found for the Job if there are multiple entries.

Product Stewardship Reports

Product Stewardship reports within the Customs Module - Applicable Client/Parts and Historical Quantities. Both reports are in CSV format. These reports provide a breakdown of the shipments per client of specific television and computer tariff codes.



APPLICABLE CLIENTS/PARTS CSV

This report lists the clients who have shipped television and computer tariff codes over the last two years. The report can be filtered to a specific client and supplier.

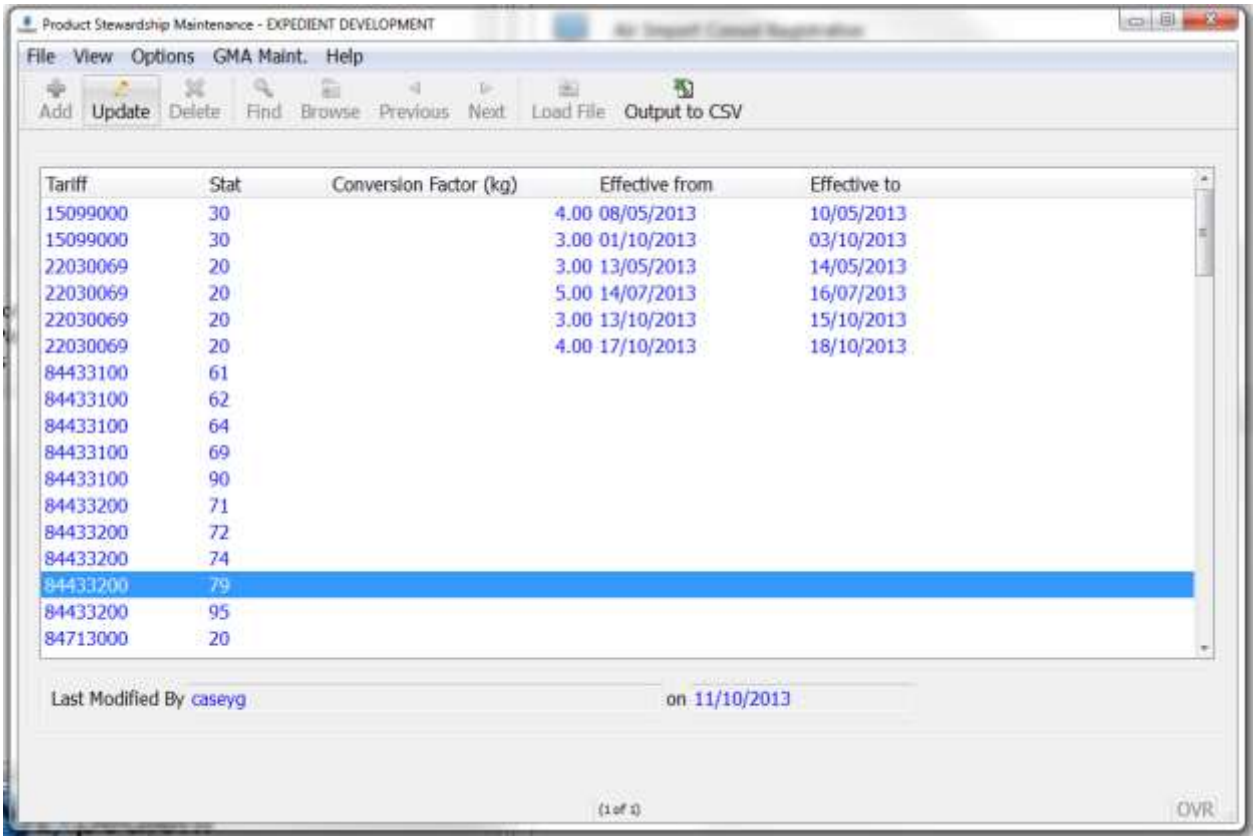
HISTORICAL QUANTITIES

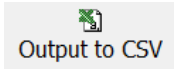
This report lists the quantities per client shipped of the television and computer tariff codes within the selected Lodgment Date range and sorted into Financial Year. The original Lodgement Date is used for each entry. This report can be filtered to a specific client.

	A	B	C	D	E	F	G	H
1	Historical Quantities by Financial Year							
2	Lodgement Between 01/01/2013 and 14/10/2013							
3	Report Run 14/10/2013 By HELEN STAPELY							
4	Client	Tariff	Stat	TLF Description	Year	Quantity	Conversion Factor	Calculated Conversion
5	DEMONSTRATION COMPANY	15099000	30	OLIVE OIL	2013	4.5	4	18
6	DEMONSTRATION COMPANY	22030069	20	7230 STELLA ARTOIS 4X6X330ML 5.20% NO PKGS	2013	7		
7	DEMONSTRATION COMPANY	15099000	30	TESTING OLIVE OIL	2014	40	3	120
8	DEMONSTRATION COMPANY	22030069	20	7230 STELLA ARTOIS 4X6X330ML 5.20% NO PKGS	2014	7		
9								
10								

MAINTENANCE

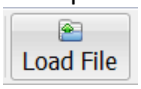
This screen allow users to add and update the Tariff Stat combinations, Conversion Factor and the validity dates for the Conversion Factors.



The 

toolbar button allows you to output the contents of the screen to a spread sheet. Any update to the information can be entered in a CSV file.

	A	B	C	D	E
1	Tariff	Stat	Conversion Factor	Effective From	Effective To
2	22030069	20	3	13/05/2013	14/05/2013
3	22030069	20	5	14/07/2013	16/07/2013
4	22030069	20	3	13/10/2013	15/10/2013
5	22030069	20	4	17/10/2013	18/10/2013
6	84433100	61			
7	84433100	62			
8	84433100	64			

The updated CSV file can then be loaded back into the Maintenance screen by Updating and using the 

toolbar button. This will output a file that matches the format required to load Product Stewardship data into Expedient.

To load a file of Product Stewardship Tariff and Stats the following file format must be used

- A comma separated values (.csv) file (easily created in Microsoft Excel)

The data must be in the following order:

Column	Description	Validation	Field Format
A	Tariff	Mandatory	General
B	Stat	Mandatory	General
C	Conversion Factor	Optional	General
D	Effective from	Optional	Date
E	Effective to	Optional	Date

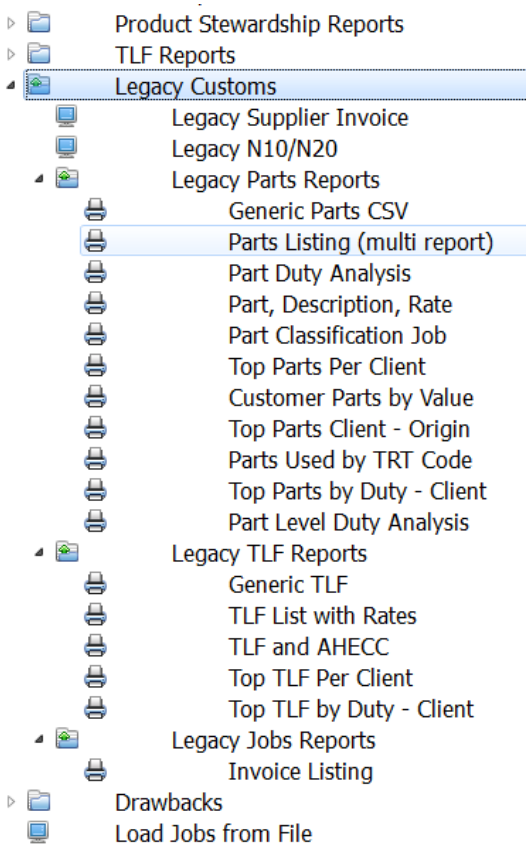
Some file examples:
"22030069","20",3,13/06/2013,"14/05/2013"
"8443310","61"

TLF Reports

This below menu displays the different TLF Reports:

Legacy Customs

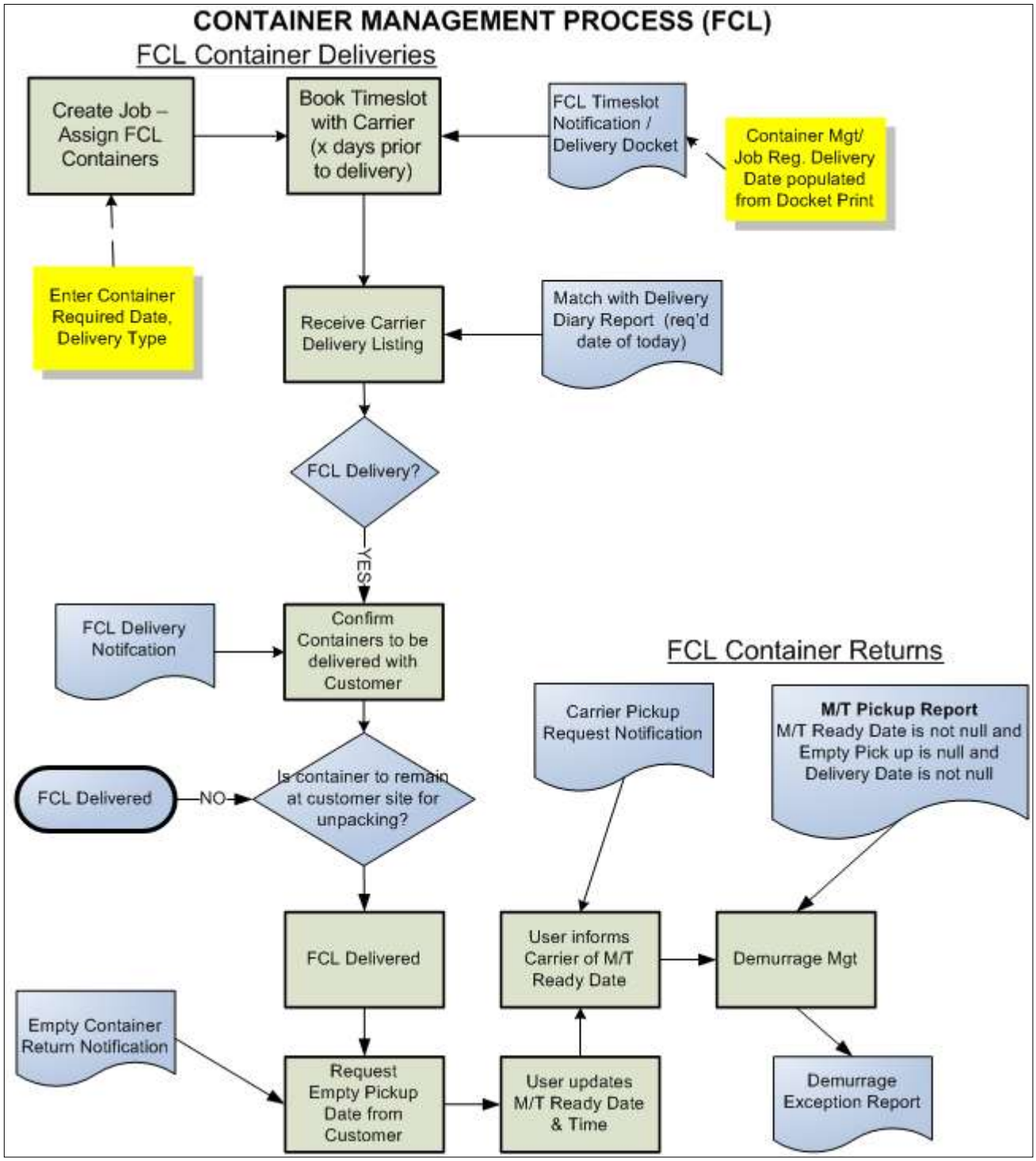
This menu provides access to Customs Entries and Supplier Invoices that were used to submit Customs Entries prior to the release of the re-engineered Customs Module in May 2013. These screens and reports can be used to access the legacy entries. No new entries or supplier invoices can be created in the legacy screens.



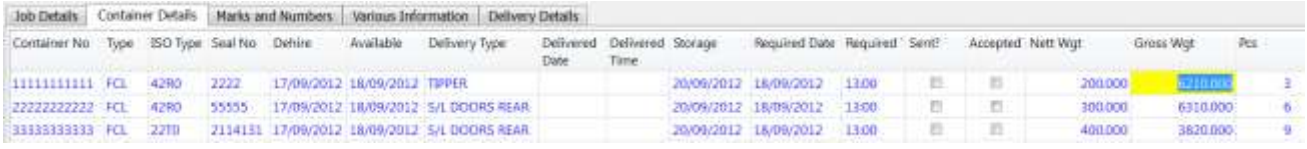
Existing Import Jobs with a Customs Entry created before the Upgrade with status Submitted or Not Submitted will point to the legacy Customs Entry Screen from the Job Registration and Supplier Invoice Screen. Any Customs Entries created after the upgrade will point the user to the current Customs Entry Screen. Old entries will cannot be viewed in the current Customs Entry Screen.

Container Management System (CMS) – Delivery and Returns

The below process diagram highlights the intended FCL Container Delivery and Returns


CONTAINER MANAGEMENT PROCESS (FCL)
FCL Container Deliveries
Create Job – Assign FCL Containers
Book Timeslot with Carrier (x days prior to delivery)
FCL Timeslot Notification / Delivery Docket
Container Mgt/ Job Reg. Delivery Date populated from Docket Print
Enter Container Required Date, Delivery Type
Receive Carrier Delivery Listing
Match with Delivery Diary Report (req'd date of today)
FCL Delivery?
YES
FCL Delivery Notifcation
Confirm Containers to be delivered with Customer
FCL Container Returns
Carrier Pickup Request Notification
M/T Pickup Report
M/T Ready Date is not null and Empty Pick up is null and Delivery Date is not null
FCL Delivered
NO
Is container to remain at customer site for unpacking?
FCL Delivered
User informs Carrier of M/T Ready Date
Demurrage Mgt
Empty Container Return Notification
Request Empty Pickup Date from Customer
User updates M/T Ready Date & Time
Demurrage Exception Report

Double Clicking on a Container record on the Job Registration Screen will open up the Container Record in the CMS Screen



Transhipment Report

When a Consol/Job is registered with a FCL/FCX Container and with a Vessel Name containing the word 'Transhipment', Expedient creates the Container Management Record and sends an instruction to 1-Stop to track this container. When 1-Stop send Expedient an "On Board Date" Event, Expedient updates the Container in Container Management with the On Board Flag, and On Board Date, updates the 1-Stop Details and most importantly updates those consols, jobs and unsubmitted Sea Cargo Reports with the Australia bound Vessel details. Once this has been performed, a nightly report is sent to nominated users informing them of the jobs updated.

To receive this report the Container Management Module must be activated and set against a user via the Users Masterfile, Users Options.

See the full User Manual in the Container Management User Manual available from the main menu and from the Container Management Screen

Vessel Arrivals

Expedient is integrated with **Lloyds DCN** or **1-Stop** Vessel Arrivals Information. A site can only have 1 active Vessel Arrivals data source, either Lloyds DCN OR 1-Stop.

Please Note: Lloyds DCN Unpacks can be used in conjunction with 1-Stop Arrivals.

Once the Vessel information is loaded into Expedient it performs the following:

Vessels Masterfile:

- Updates the Vessel with the latest:
    a. Voyage ID
    b. ETA Dates for the most Australian Ports (see data provider for further information)
- Expedient updates the first port and estimated first port of arrival date and time based on the earliest date from the Vessel Information.
- Expedient updates all relevant arrival ports and estimated port of arrival date and times based on the latest date from the Vessel Information. (ETA Discharge, ETA Destination and ATA Destination)
- Expedient updates the Vessel Arrival Date and Time and Vessel Storage Dates (only applicable for 1-Stop Data). The container storage and available dates are updated if they are null or are the same as the job storage and available dates (viewed from Job Details Tab)

Import Consol/Job Registration:

- After fields Discharge Port and Destination Port, populate the ETA Disc and ETA Dest date and time fields in the Consol Registration Screen based off the Vessel Arrivals Masterfile for each corresponding port.
- After fields Discharge Port, Destination Port and First Port, populate the ETA Disc / ETA Dest date and time fields, First Arrival Date and time fields and Actual Arrival Destination Date and Time fields in the Job Registration Screen based off the Vessel Arrivals Masterfile.
- Expedient creates a 'CETA' Consol event or an 'ATAC' Consol Event and 'ATA' Job Event when the Actual Arrival Destination Date and Time is provided.

Overnight Ships Arrival Process

- Updates all Import Sea Freight Jobs and Consols' **First Arrival Date and Time** in the Job Registration and Consol Registration based off the First Port match from the Vessels Masterfile
- Updates all Import Sea Freight Jobs and Consols' **Discharge Date and Time** in the Job Registration and Consol Registration based off the Discharge Port match from the Vessels Masterfile
- Updates all Import Sea Freight Jobs and Consols' **Destination Date and Time** in the Job Registration and Consol Registration based off the Discharge Port equaling the destination port

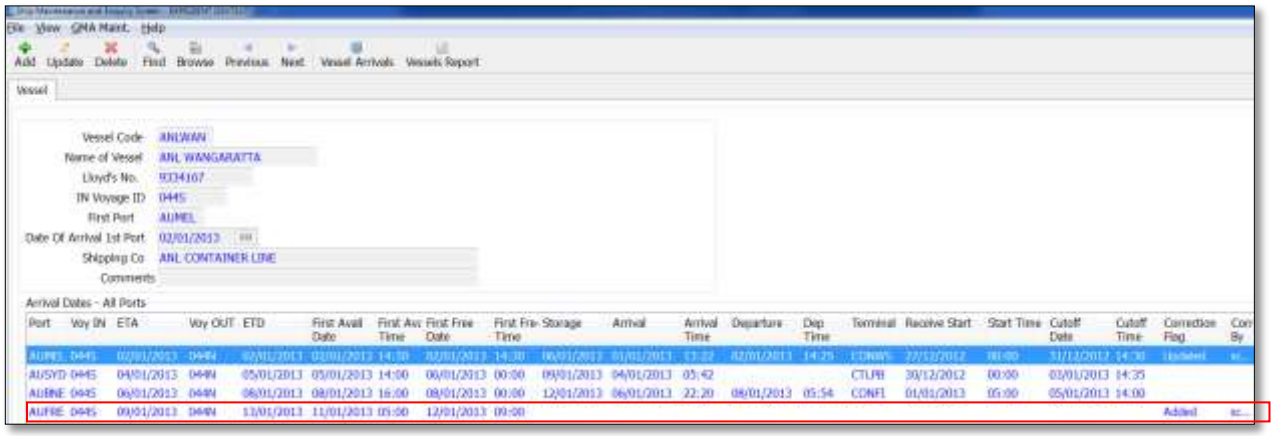
- Updates all import Sea Freight Jobs First Port and Estimated First Port Date and Time if the value in the Job Registration does not match 1-Stop. (this may occur during auto registration that occurs weeks prior to 1-Stop having the complete vessel arrival ports and dates)

If the vessel does not exist in your Vessel Masterfile the updates will not take place. Lloyds and 1-Stop updates are matched on the Lloyds Number so a vessel with the same Lloyds Number must exist in your Vessel Masterfile. Please refer to the Administration User Manual for information on maintaining the Vessel Masterfile.

Please Note: The above process will not update any ETA Dates against the Vessel Masterfile / Import Consol and Job Registration if a user has corrected an ETA Date for a particular port against the Vessel in the Vessels Masterfile (see below)

In the below example the user taniab has changed the ETA for Melbourne from the 1/1/2013 (as reported by 1-Stop, to 03/01/2013 (the correct date). This date will now be used in the Consol and Job Registration Screens and will continue to use this date instead of the 1-Stop date if that date is different to the 3/1/2013

Users can also manually add a new Port and Estimated Arrival Departure Dates to a Vessel in the Vessels Masterfile (if 1-Stop has not reported it (i.e. Adelaide). This new port and date will then be used in the above Ships Process. (see below date for AUFRE which has been added manually)


Vessel Code ANLWAN
Name of Vessel ANL WANGARATTA
Lloyd's No. 9334167
IN Voyage ID 044S
First Port AUMEL
Date Of Arrival 1st Port 02/01/2013
Shipping Co ANL CONTAINER LINE
Comments
Arrival Dates - All Ports
AUFRE 044S 09/01/2013 044N 11/01/2013 11/01/2013 05:00 12/01/2013 09:00 Added

Please Note: When the Actual Arrival Date and Time of a vessel is received from 1-Stop, Expedient then updates all jobs on that Vessel with an ATA Event (Actual Date/Time of Arrival). An 'ATAC' Consol event is created.

1-Stop Automatic User Reports

- There are 3 separate reports that are generated nightly. These are:
- Full Vessel Schedule Listing that is received from 1-Stop
- Consol Updates Report – lists all Consols that have been updated as a result of process the Vessels Schedule File (Forwarding Module only)

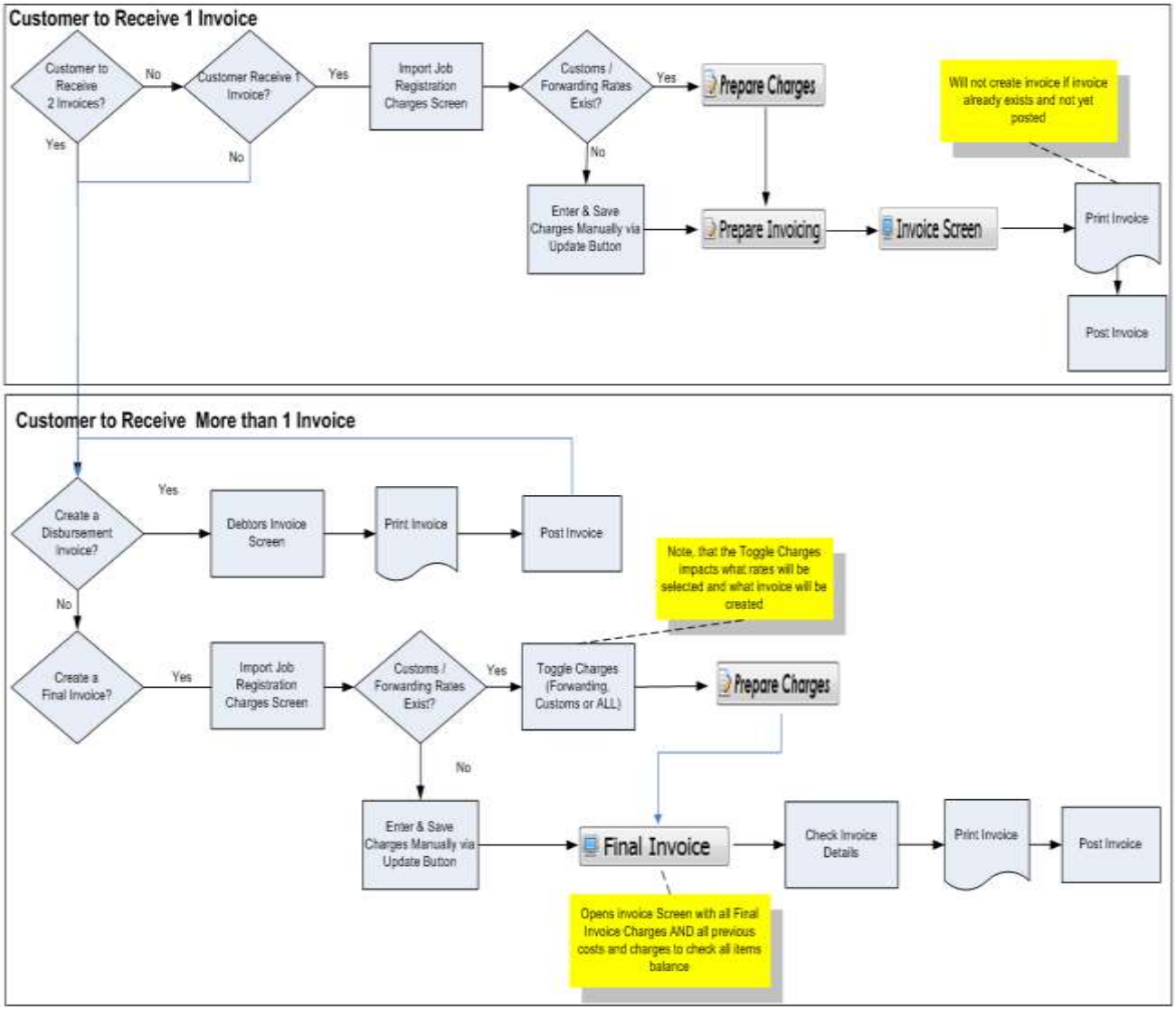
- Job Updates Report – lists all Jobs that have been updated as a result of process the Vessels Schedule File

To add or remove users receiving the above reports via email, go to the User's Masterfile in Administration Menu, select the User and select **Options – User Options**

Charges – (Accounting Module only)

Preparing Charges

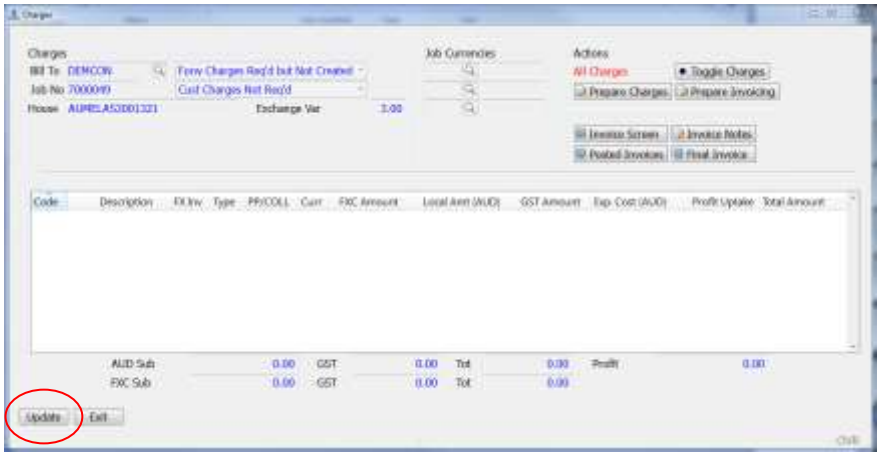
Expedient allows users to prepare charges for the shipment from the Job Registration Screen. This is accessed from the Charges Button or from the Options menu in the Job Registration Screen.


Customer to Receive 1 Invoice
Customer to Receive 2 Invoices?
No
Yes
Customer Receive 1 Invoice?
Yes
No
Import Job Registration Charges Screen
Customs / Forwarding Rates Exist?
Yes
No
Prepare Charges
Will not create invoice if invoice already exists and not yet posted
Enter & Save Charges Manually via Update Button
Prepare Invoicing
Invoice Screen
Print Invoice
Post Invoice
Customer to Receive More than 1 Invoice
Create a Disbursement Invoice?
Yes
No
Debtors Invoice Screen
Print Invoice
Post Invoice
Note, that the Toggle Charges impacts what rates will be selected and what invoice will be created
Create a Final Invoice?
Yes
Import Job Registration Charges Screen
Customs / Forwarding Rates Exist?
Yes
No
Toggle Charges (Forwarding, Customs or ALL)
Prepare Charges
Enter & Save Charges Manually via Update Button
Final Invoice
Check Invoice Details
Print Invoice
Post Invoice
Opens invoice Screen with all Final Invoice Charges AND all previous costs and charges to check all items balance

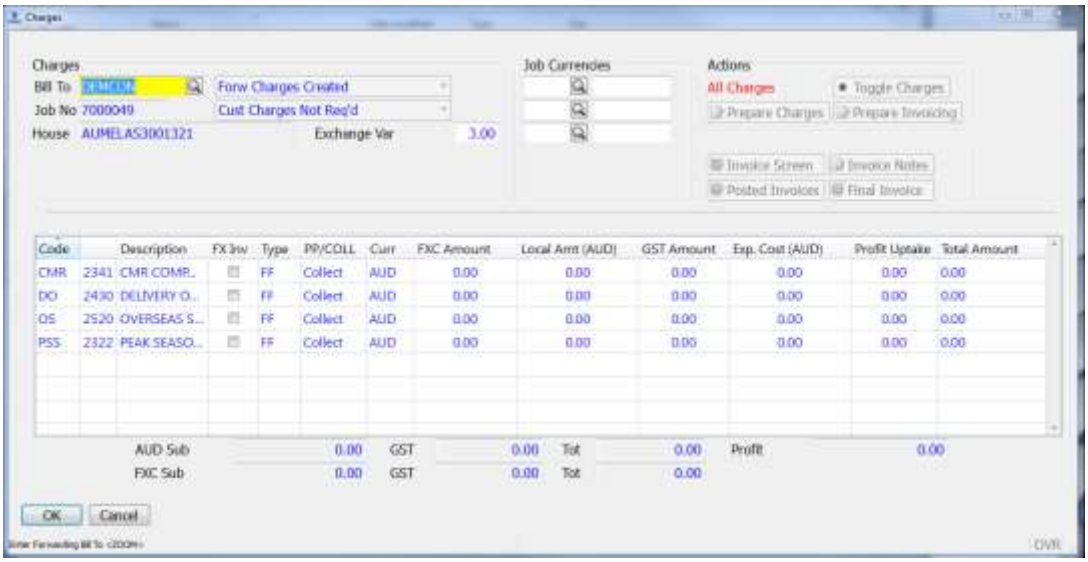
There are 3 ways to prepare charges.

MANUALLY ENTER CHARGES

To use this option the user can simply click on the update button. This will allow the user to input charges manually. There is an option in Expedient to include Default Company Tariff Charge Codes based on Job Type, and Job Class. The company tariff is maintained in the Rates Module, Forwarding Rates, Rate Account Codes screen. See the Rates Module User Manual for more information. See below:



Once the user clicks the Update button, based on the Rate Account Codes Screen, the default Charge Codes populate.


Charges
Bill To
Job No 7000049
House AUMELAS3001321
Forw Charges Created
Cust Charges Not Req'd
Exchange Var 3.00
Job Currencies
Actions
All Charges
Toggle Charges
Prepare Charges
Prepare Invoicing
Invoice Screen
Invoice Notes
Posted Invoices
Final Invoice
Code Description FX Inv Type PP/COLL Curr FXC Amount Local Amt (AUD) GST Amount Exp. Cost (AUD) Profit Uptake Total Amount
CMR 2341 CMR COMP... FF Collect AUD 0.00 0.00 0.00 0.00 0.00 0.00
DO 2430 DELIVERY O... FF Collect AUD 0.00 0.00 0.00 0.00 0.00 0.00
OS 2520 OVERSEAS S... FF Collect AUD 0.00 0.00 0.00 0.00 0.00 0.00
PSS 2322 PEAK SEASO... FF Collect AUD 0.00 0.00 0.00 0.00 0.00 0.00
AUD Sub 0.00 GST 0.00 Tot 0.00 Profit 0.00
FXC Sub 0.00 GST 0.00 Tot 0.00
OK
Cancel

AUTO RATING WITH EXACT MATCH (PREPARE CHARGES)

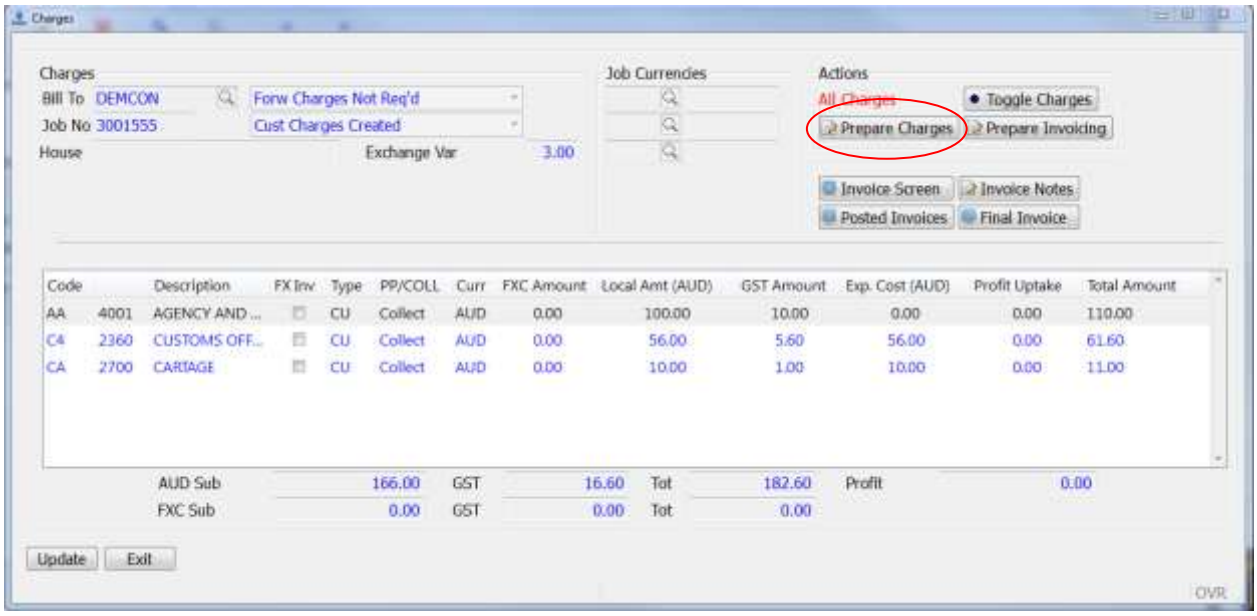
Once the Rates has been set up for Customs/Forwarding, the Prepare Charges button will pre-populate with the same number of charges lines as set up in the Rates Master file, and the correct Amount based on the Rates Master file setup for Customs and/or Forwarding.

Please Note: The Rates Masterfile contains an Expiry Date. This expiry date needs to be after the Date of Valuation on the Job for it to apply.

See below. Once the user clicks Prepare Charges, Expedient will Check which charges to Auto- Rate, in this case just Customs, then will find an exact match and populate the Customs Rates.

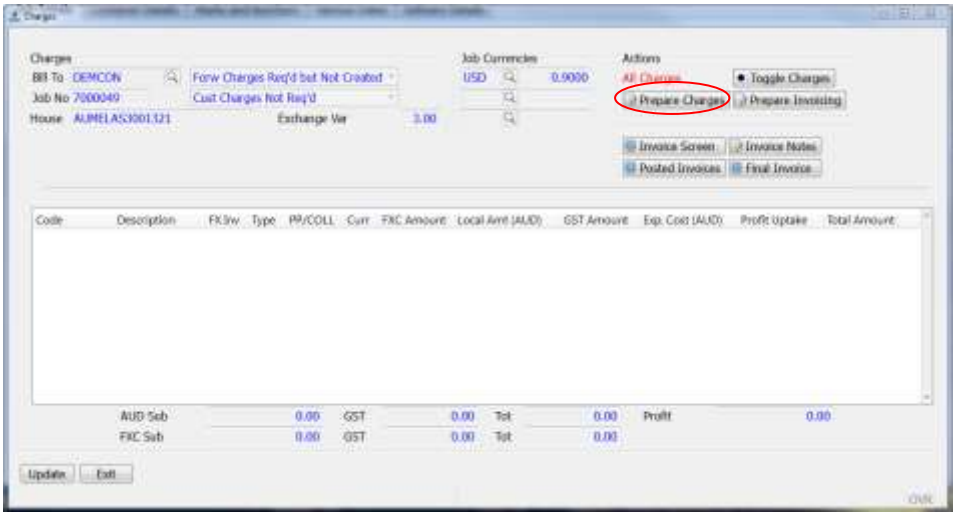
As per the below screen shot, there are 3 charges, the first one AA is a straight profit item (4000 series numbers) hence the Expected Cost is 0.

The other 2 lines display the same amounts in Local Amount and Expected Cost. This is up to the user to update the correct Expected Cost.

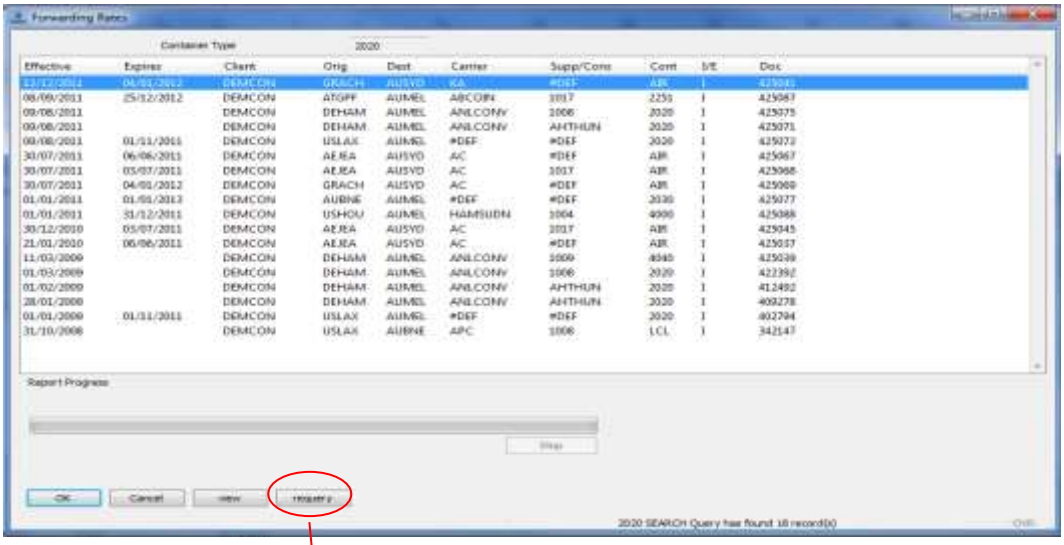

Charges
Bill To DEMCON
Forw Charges Not Req'd
Job No 3001555
Cust Charges Created
House
Exchange Var 3.00
Job Currencies
Actions
All Charges
Toggle Charges
Prepare Charges
Prepare Invoicing
Invoice Screen
Invoice Notes
Posted Invoices
Final Invoice
Code Description FX Inv Type PP/COLL Curr FXC Amount Local Amt (AUD) GST Amount Exp. Cost (AUD) Profit Uptake Total Amount
AA 4001 AGENCY AND ... CU Collect AUD 0.00 100.00 10.00 0.00 0.00 110.00
C4 2360 CUSTOMS OFF... CU Collect AUD 0.00 56.00 5.60 56.00 0.00 61.60
CA 2700 CARTAGE CU Collect AUD 0.00 10.00 1.00 10.00 0.00 11.00
AUD Sub 166.00 GST 16.60 Tot 182.60 Profit 0.00
FXC Sub 0.00 GST 0.00 Tot 0.00
Update
Exit
OVR

AUTO RATING WITHOUT EXACT MATCH

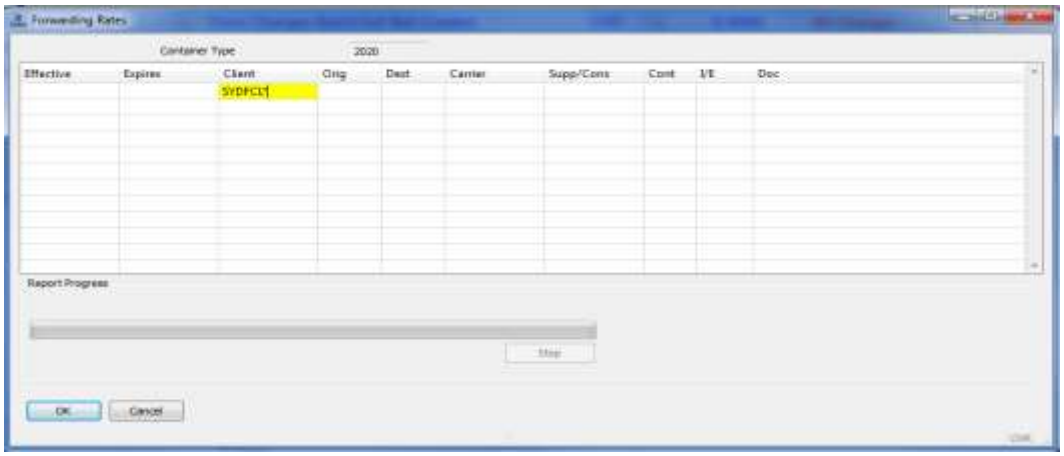
If a user does not have an exact Ratings match, but wishes to use a "Generic" rate that has been set up, then it is possible to perform a search of the Rates Masterfile.



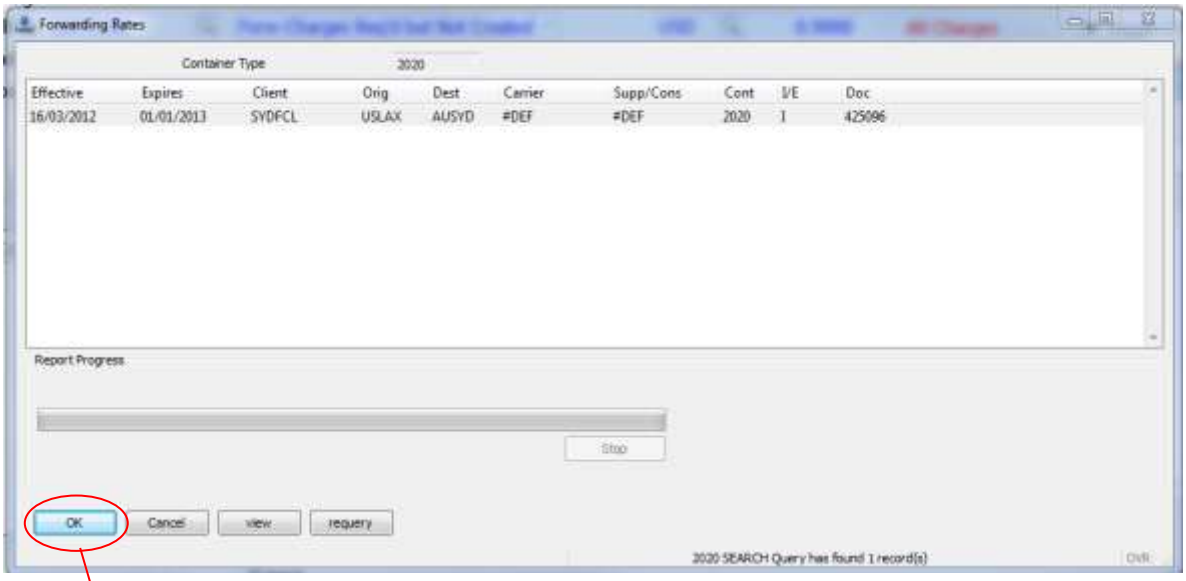
Once the User clicks on the Prepare Charges, if Expedient can't find an exact Rates match, the system will display all Approved Import Rates for that Customer.

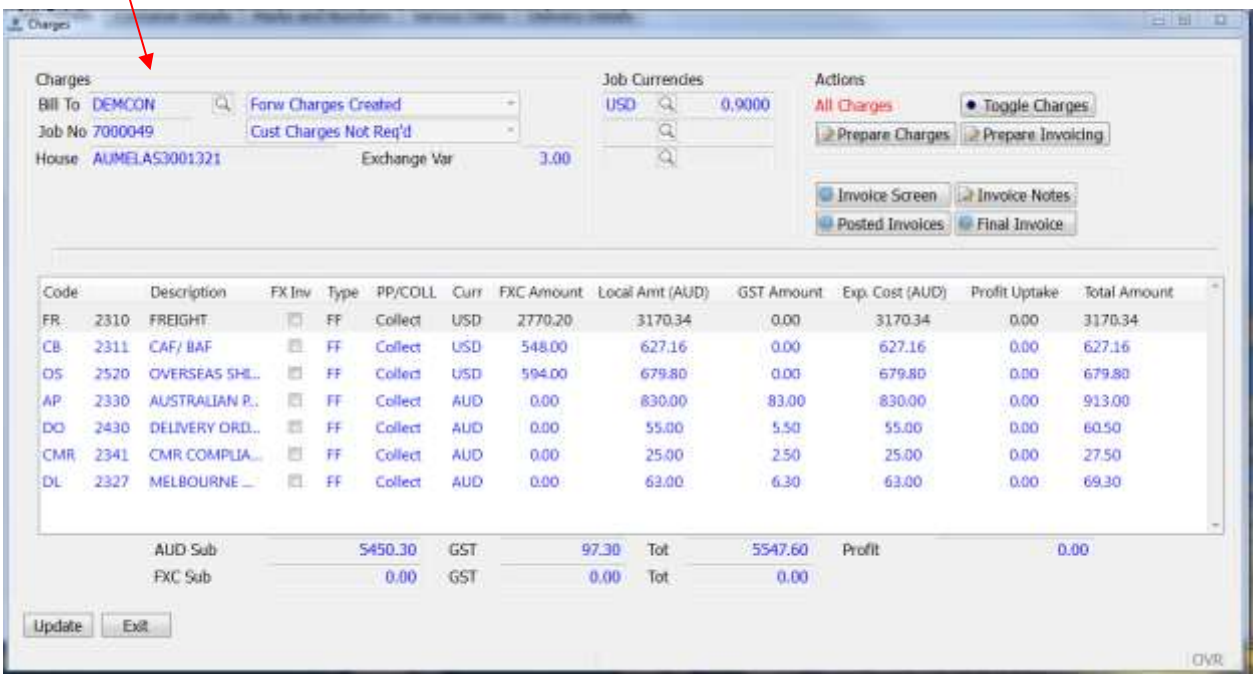


The user can select one displayed on the screen, OR REQUERY the Rates Masterfile from any of the below fields.

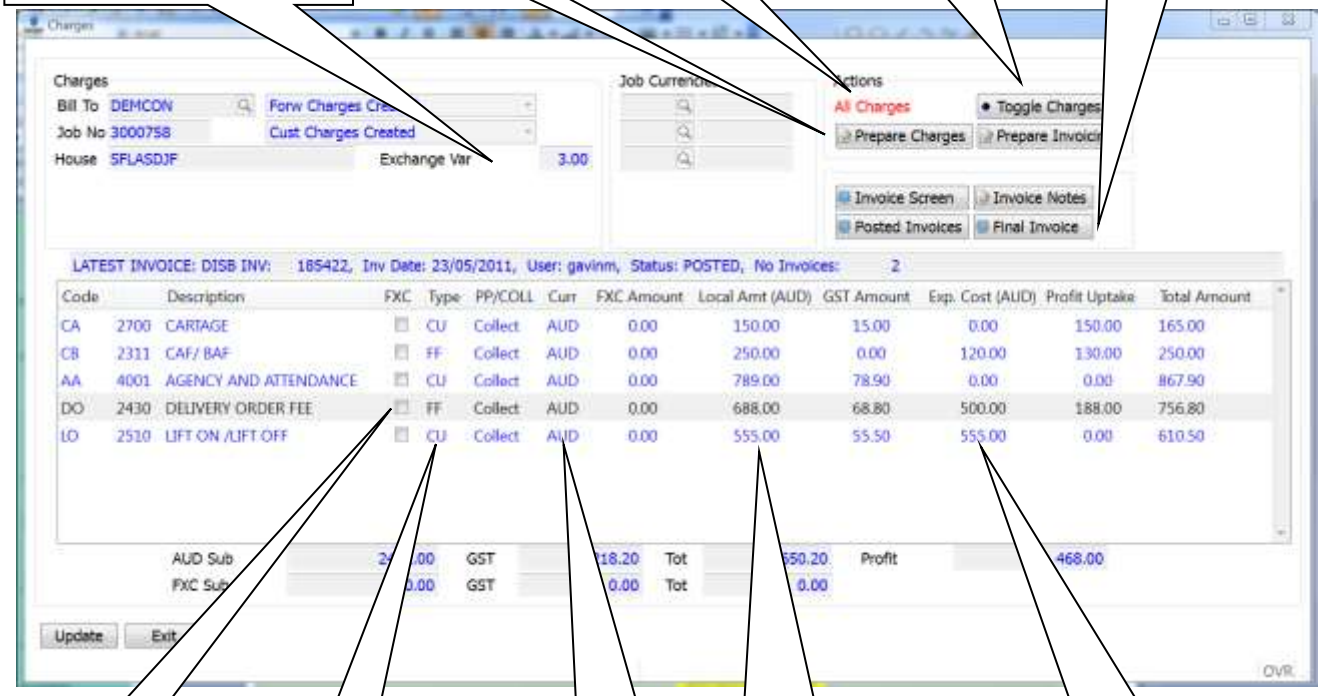


The above search returns the below results. Click OK to perform the Auto-Rating


Forwarding Rates
Container Type
2020
Effective
Expires
Client
Orig
Dest
Carrier
Supp/Cons
Cont
I/E
Doc
16/03/2012
01/01/2013
SYDFCL
USLAX
AUSYD
#DEF
#DEF
2020
I
425096
Report Progress
Stop
OK
Cancel
view
requery
2020 SEARCH Query has found 1 record(s)
OVR


Charges
Bill To DEMCON
Forw Charges Created
Job No 7000049
Cust Charges Not Req'd
House AUMELAS3001321
Exchange Var
3.00
Job Currencies
USD
0.9000
Actions
All Charges
Toggle Charges
Prepare Charges
Prepare Invoicing
Invoice Screen
Invoice Notes
Posted Invoices
Final Invoice
Code
Description
FX Inv
Type
PP/COLL
Curr
FXC Amount
Local Amt (AUD)
GST Amount
Exp. Cost (AUD)
Profit Uptake
Total Amount
FR 2310 FREIGHT FF Collect USD 2770.20 3170.34 0.00 3170.34 0.00 3170.34
CB 2311 CAF/ BAF FF Collect USD 548.00 627.16 0.00 627.16 0.00 627.16
OS 2520 OVERSEAS SHI.. FF Collect USD 594.00 679.80 0.00 679.80 0.00 679.80
AP 2330 AUSTRALIAN P.. FF Collect AUD 0.00 830.00 83.00 830.00 0.00 913.00
DO 2430 DELIVERY ORD.. FF Collect AUD 0.00 55.00 5.50 55.00 0.00 60.50
CMR 2341 CMR COMPLIA... FF Collect AUD 0.00 25.00 2.50 25.00 0.00 27.50
DL 2327 MELBOURNE ... FF Collect AUD 0.00 63.00 6.30 63.00 0.00 69.30
AUD Sub 5450.30 GST 97.30 Tot 5547.60 Profit 0.00
FXC Sub 0.00 GST 0.00 Tot 0.00
Update
Exit
OVR

Charges Screen


Charges
Bill To DEMCON
Job No 3000758
House SFLASDJF
Exchange Var
3.00
Job Currencies
Actions
All Charges
Toggle Charges
Prepare Charges
Invoice Screen
Invoice Notes
Posted Invoices
Final Invoice
LATEST INVOICE: DISB INV: 185422, Inv Date: 23/05/2011, User: gavinm, Status: POSTED, No Invoices: 2
Code Description FXC Type PP/COLL Curr FXC Amount Local Amt (AUD) GST Amount Exp. Cost (AUD) Profit Uptake Total Amount
CA 2700 CARTAGE CU Collect AUD 0.00 150.00 15.00 0.00 150.00 165.00
CB 2311 CAF/ BAF FF Collect AUD 0.00 250.00 0.00 120.00 130.00 250.00
AA 4001 AGENCY AND ATTENDANCE CU Collect AUD 0.00 789.00 78.90 0.00 0.00 867.90
DO 2430 DELIVERY ORDER FEE FF Collect AUD 0.00 688.00 68.80 500.00 188.00 756.80
LO 2510 LIFT ON /LIFT OFF CU Collect AUD 0.00 555.00 55.50 555.00 0.00 610.50
AUD Sub GST Tot Profit 468.00
FXC Sub 0.00 GST 0.00 Tot 0.00
Update
Exit
OVR

Variance indicator on Exchange Rates – only used when entering charges in O/S Currency but billing in AUD

Only available if Rates Module Active

Recommended for send only 1 invoice to

Toggle between Customs/Forwarding/ All Charges

Creates Final Invoice and Displays Previous Invoice Costs/Paid Out

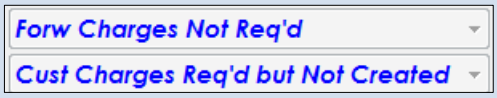
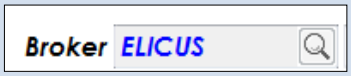
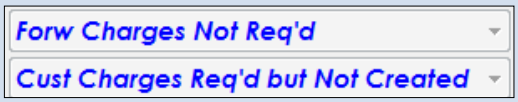
Tick if wanting to invoice in Foreign Currency. Can create up to 3 Foreign Currency Invoices

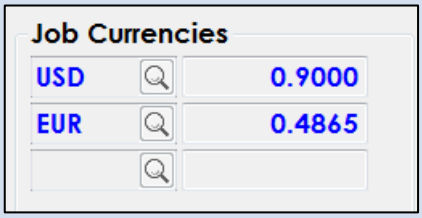
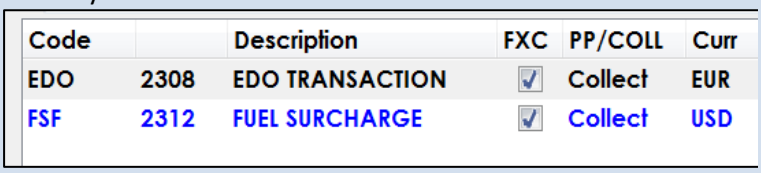
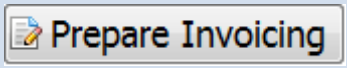
Either a Customs Charge or Forwarding Charge.

Can only be modified if charge code has FXC indicator set to YES in General Ledger Chart of Accounts Masterfile

Based on USD Exchange Rate and Exchange Variance of 1%. Only applicable if invoicing in AUD

Optional – Profit Take up at time of Billing. Unable to be modified for Charge Codes set to No Markup = Yes in Chart of Accounts Masterfile

Field Name	Description	Validation	Default
Bill To	This is who you are billing. When charges are being prepared for the first time for a job, the bill to code is populated based on the following rules: • If the Broker Code on the Job Registration screen is null then the system populates "Bill To" Code as the Customer Code. ***OTHERWISE*** • If your company is the Broker for the Job then the "Bill To" field will be populated with the client "Customs Bill to Code" (in Customer Master File Importer Tab). This will generally be the same code as the customer code. If this field is null then the Bill to will default to the client. **OTHERWISE** • If your company is not the Broker for the Job then the "Bill To" field will be populated with the client "Forwarding Bill to Code" (in Customer Master File Importer Tab). This will generally be the broker. ***Please Note:*** The below message indicates that you are acting as the Customs Broker but not the Forwarder, hence you need to include only the Customs charges when billing the Customer.  Expedient lookups the code in both the Forwarder and Broker Code field in the Job Registration screen. If the Broker Code Field is set to Own Company in the Customer Master File, (that is, you are the company) then Cust. Charges Req'd but Not Created will appear, the same rule applies for the Forwarder.  See below for the Own Company flag in the Customer Masterfile: The below example shows that the forwarding charges are not required. The Forwarder Code in the Registration is not your company (that is, Own Company is not set). The Broker Code however is your company. 	Mandatory	Job Registration

Field Name	Description	Validation	Default
Exchange Var	This is the Exchange Variance indicator. This allows users to Enter a variance on the Exchange Rate when entering charges in Foreign Currency but billing in AUD. The calculation for invoicing when the Exchange Variance is set is: AUD $ = (FOREIGN AMT / EXCHANGE RATE) * (1 + Exchange Variance / 100) ***Please Note:*** The Job Currency must be populated with an Exchange Rate for this to calculate	N/A	Customer Masterfile
Job No	This is the Job Number. This is a no entry field and used for display purposes only.	Mandatory	Job Registration
House	This is the House Bill. This is a no entry field and used for display purposes only.	Mandatory	Job Registration
Job Currencies	The Expedient System allows users to invoice in up to 3 Foreign Currencies. For example you may enter USD, and EURO in the Job Currency Field, see below:  Then in the charge lines, ensure at least one charge of each currency exists.  **Please Note:** To be able to change the Currency on the line items, the General Ledger Code must have the FXC Indicator set to Yes. This is accessed from menu **General Ledger – Chart of Accounts.** If you now hit the  Button, the system will create 2 new invoices, 1 for each currency. **Please Note:** Once you have created an invoice, any further changes to either the invoice or the charges screen will not be synchronised. For example if you add an extra charge to the invoice the Charges screen will not reflect the additional charge.	Mandatory	Job Registration
	Detail		

Field Name	Description	Validation	Default
Code	This is the Charge Code. You can perform a look up on this field by clicking: The chart of Accounts Masterfile is found in Menu – General Ledger – Chart of Accounts. The Code is set up in Menu Administration – Alpha Codes	Mandatory	Blank (if Rates Module inactive)
Description	This is the Charge Code Description	N/A	Chart of Accounts Masterfile
FXC	This indicates whether you wish to invoice the customer as a Foreign Currency Invoice. This is only available if the Chart of Accounts Masterfile has FXC Indicator = Yes. The chart of Accounts Masterfile is found in Menu – General Ledger – Chart of Accounts	N/A	Blank
Type	This indicates whether the charge is for Customs of Forwarding	N/A	Blank
PP/Coll	Indication whether the charge is Prepaid / Collect	N/A	Job Registration
Curr	This is the Currency in which you wish to enter the Amount for. This is only available if the Chart of Accounts Masterfile has FXC Indicator = Yes. The chart of Accounts Masterfile is found in Menu – General Ledger – Chart of Accounts.	N/A	Blank
FXC Amount	This is the Foreign Currency Amount. This is available if you have selected a Foreign Currency Code in the above field. Please Note: If you enter a FXC Amount in and do not check the FXC Indicator, the invoice created will be in AUD.	N/A	Blank
Local Amount	This is the Local Currency Amount.	N/A	Blank
Exp Cost	The Expected cost of the Creditors charge amount. This is optional and is configurable at the company level. Contact GMA Support if you want this added/removed. This allows users input the expected cost and when the invoice is posted, the profit will be taken up automatically. If this value matches with the creditor's invoice, then the job will not appear in the Work in Progress report. If it doesn't match then the job will appear on the Work in Progress Report, in which case users will need to apply a further job journal to re-adjust the cost. See General Ledger Module Job Journal Manual for further information Please Note: This is a no entry field for Account Codes that have a No Mark Up Indicator set to YES in the Chart of Accounts Masterfile in the General Ledger Menu	N/A	Blank / Local Amount (if No Mark Up = YES)
GST Amount	This is the amount of GST. This is a no entry field and for display purposes only	N/A	Amount

Field Name	Description	Validation	Default
Total Amount	This is the Total Line amount.	N/A	Amount + GST Amount (if applicable)

Prepare Invoice

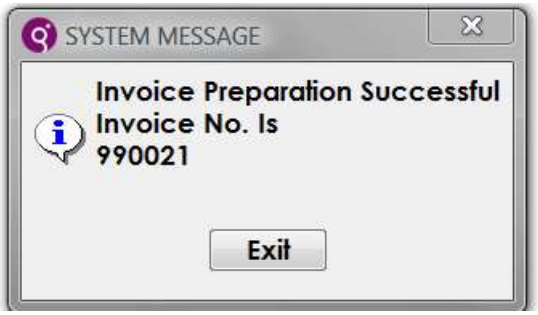
Once you are happy with the charges, currencies, and exchange variances (where applicable) you now can prepare the Invoice

Click on the

button to create an Invoice and corresponding Invoice Number.

Please Note: This is not recommended if more that 1 invoice is to be created and sent to the customer.

Once this has been done you will receive the following message:

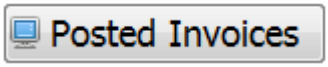


View Invoice

Once you have created the Invoice Number then you can view the invoice

in order to modify or print it. This screen can also be accessed via **Main Menu – Debtors – Input Invoices**

Posted Invoices

To see what charges (if any) have already been billed for this job users can click on the 

button.

Appendix A

Maximum Container Weights

Average Tare kgs			
	Tare weights available		Tare kgs
Standards	NEW ISO Codes	OLD ISO Codes	Maximum
	22G0	2020	**2300**
	42G0	4040	**3750**
	45G0	4410	**3970**
45hc	n/a	9400	**4900**
Reefer	22R0	2240	**3380**
	45RI	4532	**6010**
45RH	n/a		**6180**
Open tops	22U0	2251	**2400**
	42U0		**4000**
	45U5	4551	**4000**
High Wides	40hw	n/a	**4260**
	45hw	n/a	**4980**
Flat Racks			
Non-folding	22P1	2960	**2530**
	42P1	4960	**5500**
Folding	22P3	2264	**2750**
	42P3		**5800**
	45P8	4563	**5300**
Platforms	28P0	2261	**2749**
	48P0		**5798**
Ventilated	22G1		**2230**
Tanks	22T5	2270/2075	**3420**
Pallet wide			
PWSDC	n/a		**3930**
PWC	n/a		**2860**
Insulated	22H2		**2400**
	n/a		**4650**

Assumptions where no tare weight is given

Containers with no tare information		Maximum Tare kgs
NEW ISO Codes	OLD ISO Codes	
22BO		**2300**
22P2		**2530**
22P5	2201	**2300**
22R1	2232	**3380**
22T0		**3420**
22T7		**3420**
22U1		**2400**
22V0		**2300**
25G0	2410	**2300**
25R1		**2300**
26T0		**3420**
28U1	2851	**2400**
42B0		**3750**
42G1		**3750**
42P2		**5500**
42P5	4301	**3750**
42R0	4332	**6010**
42T6	4370	
42U1		**4000**
42V0		**3970**
48U1		**3970**
LCL		

Old ISO codes with no mapping to new ISO codes

2010	
2210	
2215	**3380**
2280	
2299	**2300**
2651	**2300**
4380	
4399	**3750**
4651	**3750**

Appendix B

Carrier EDI Setup

Carrier EDI Set up Information

Company Name:	
Branch:	
Information provided by:	
Contact Number:	

How often do you want to send EDI transport requests to the Carrier? *E.g. once a day, twice a day, once every hour*

	Carrier Account Information							How will the carrier send EDI updates to you?
	Carrier Code	**Name**	**Carrier Account Reference**	**Carrier Company Reference (optional)**	**Carrier Branch Reference (optional)**	**Port Code**	**Carrier System**	**Send EDI Details**
e.g. 1	*DEMCON*	*Demcon Trucking Company*	*654321*	*MEL654*	*MEL654*	*AUMEL*	*MAXIMAS*	*FTP, IP Address 168.192.10.541, Username DEMCON, Password SECRET, Directory Path /usr/DEMCON/ACMEFORWARDING/MELBOURNE*
e.g. 2	*DEMCON*	*Demcon Trucking Company*	*654321*	*SYD987*	*SYD987*	*AUSYD*	*MAXIMAS*	*FTP, IP Address 168.192.10.541, Username DEMCON, Password SECRET, Directory Path /usr/DEMCON/ACMEFORWARDING/SYDNEY*
e.g. 3	*TRANSTEST*	*Acme Transport Company*	*ACME55555*	*MEL2222222*		*AUMEL*	*Other: Carrier's own software*	*Email: edi@acme.com.au*
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								